



ASSISTANT DIRECTOR
PARKS & RECREATION DEPARTMENT
CITY OF SANTA CLARA, CA



THE COMMUNITY

Nestled at the heart of Silicon Valley, just 45 miles south of San Francisco, the City of Santa Clara is a vibrant, historic community with a population of approximately 133,000. With its rich 170-year history, Santa Clara blends a small-town charm with the dynamic energy of one of the world's most innovative regions.

Named one of America's 10 safest cities, Santa Clara also stands out as one of the most livable cities in the U.S. – offering an unmatched quality of life that supports both individual and business success. Whether you're looking for a thriving career or a peaceful neighborhood, Santa Clara offers the best of both worlds.

A Hub for Innovation and Opportunity

Often called the “Data Center Capital of the West,” Santa Clara boasts more than 58 state-of-the-art data centers and over 750 megawatts of multi-tenant commissioned power. The city is home to some of the world's largest and most influential tech giants, including Intel, NVIDIA, Applied Materials, and Agilent Technologies.

World-Class Entertainment and Recreation

Santa Clara isn't just about work—it's also about playing. Home to Levi's Stadium, the iconic venue for the San Francisco 49ers, the city has hosted over 150 major events, including concerts, international sports competitions, and entertainment spectacles. In addition, Santa Clara's Convention Center, bustling shopping districts, exceptional dining options, medical facilities, and vibrant community centers offer something for everyone. For those who enjoy outdoor recreation, the city enjoys more than 300 days of sunshine each year. Tree-lined streets and welcoming neighborhoods offer an idyllic setting for families, with a rich array of cultural and recreational activities awaiting. Whether it's attending a live theater production or catching a concert in the summer, there's always something happening.

A Thriving Community to Call Home

Award-winning schools, low crime rates, and a welcoming atmosphere make Santa Clara one of the most desirable places to live and work in California. The city's perfect balance of vibrant industry, educational excellence, and family-friendly amenities creates a community where people can thrive both personally and professionally. Discover why Santa Clara is the place to be. Visit [SantaClaraCA.gov](https://www.santaclara.gov) for more information.



CITY GOVERNMENT

Santa Clara is a Charter City committed to fostering a vibrant and thriving community. Our mission is to deliver a high quality of life through resourceful, efficient, progressive, and professional leadership that serves the needs of both residents and businesses. Operating under a Council-Manager form of government, Santa Clara is dedicated to providing innovative solutions and ensuring the city remains at the forefront of progress.

City Council is composed of an elected Mayor, serving at large, and six Council Members elected by district, all of whom serve four-year terms. The City Charter limits the Mayor and Council Members to two consecutive terms. Additionally, the Police Chief and City Clerk are both elected positions, ensuring direct accountability to the community.

Santa Clara's dedicated team includes approximately 1,231.75 full-time employees, working together to deliver exceptional public services. With a 2026-2027 fiscal year budget of \$2.16 billion (operating and capital budget), the city is poised to invest in both current and future needs, enhancing the quality of life for all who live, work, and play here.

THE PARKS & RECREATION DEPARTMENT

The Parks & Recreation Department enriches community life by managing an extensive network of parks, facilities, and programs that serve residents of all ages and abilities. The Department also supports four City Commissions that act in an advisory capacity to the City Council: Parks and Recreation, Cultural, Senior Advisory, and Youth.

Organized into five divisions: Administration, Parks, Recreation, Cemetery, and Senior Nutrition, the Department provides safe, clean, and welcoming spaces for recreation, wellness, and community connection. Facilities range from community centers and neighborhood park buildings to playgrounds, athletic fields, pools, restrooms, community gardens, picnic areas, and extensive landscaped areas.

The Department offers a wide array of services including facility rentals, community programs, cultural activities, senior nutrition, special events, sports, aquatics, fitness and wellness classes, and environmental stewardship programs. It also oversees the planning, development, operation, and maintenance of the City's two cemetery properties.

The Department recently completed an organizational assessment that will guide future operations, strengthen efficiency, and position the team for what's ahead. The new Assistant Director will have the opportunity to lead organizational transformation and influence several high-impact initiatives that will shape the City's parks, recreation, and cultural landscape for years to come. The Department is supported by 85 full-time employees and has an annual operating budget of \$28.1 million for Fiscal Year 2026–2027. The recently approved Public Facilities and Infrastructure Bond Measure will result in more than \$100 million of capital projects in Parks and Recreation over the next 5-10 years.

THE POSITION

The Assistant Director is a key senior leader, responsible for helping to shape the vision, operations, and overall direction of the Parks & Recreation Department. This role oversees a broad portfolio that includes customer service, strategic planning, budgeting, capital project management, board and commission support, program and special event delivery, and the stewardship of parks and recreational facilities.

Working closely with the Parks & Recreation Director, the Assistant Director helps set departmental goals and priorities, develops and manages budgets, and drives initiatives that enhance community services and experiences. This trusted advisor provides strategic guidance to both the Director and the City Manager on issues impacting departmental operations and the community at large.

- **Parks & Recreation Master Plan Implementation**

Adopted in early 2026, the comprehensive [Master Plan](#) will guide the improvement, protection, and expansion of parks, facilities, and services over the next 10–15 years. The Assistant Director will play a pivotal role in moving it from vision to action.

- **Public Art Master Plan**

The City is launching the development of a Public Art Master Plan to establish a shared vision for arts and culture citywide. The Assistant Director will help guide this process and support the development of policies that promote and integrate public art throughout the City.

- **International Swim Center**

The International Swim Center capital project is a major multi-phase renovation. Approved in April 2025, Phase 1 focuses on critical infrastructure upgrades including plumbing, recirculation systems, and other essential pool components. Phase 2 will address the demolition, design, and construction of new administration space, restrooms, and locker rooms. The Assistant Director will play a key role in supporting this project as it moves through design and construction.



THE IDEAL CANDIDATE

The Parks & Recreation Department is home to a talented, dedicated team that excels at delivering high-quality programs, services, and facilities to the community. The City is seeking an Assistant Director who can complement this operational strength with strategic thinking, long-range planning, and a strong grasp of emerging trends and best practices in the parks and recreation field. This leader will help translate the City's vision into actionable plans, building buy-in, fostering collaboration, and ensuring that change is guided by engagement, communication, and trust.

The ideal candidate is technically proficient, politically astute, and energized by the opportunity to lead significant projects and initiatives. They will bring strong project management skills, sound judgment, and the ability to navigate complex issues while maintaining steady forward progress. This is a role for a proactive leader who thrives on taking initiative, elevating team performance, and making things happen.

The City is seeking an Assistant Director who:

- Brings strategic and long-range planning expertise to a department with strong operational execution.
- Stays current on best practices in parks and recreation and has experience successfully implementing them.
- Builds trust, communicates well, and leads change through collaboration.
- Demonstrates strong budget development, fiscal management, and capital project oversight skills.
- Shows initiative, professional curiosity, and a drive to continuously improve services and operations.
- Has the political and organizational savvy to work effectively across divisions, departments, commissions, and community partners.
- Brings energy, enthusiasm, and a “make things happen” mindset.

Requires six years of increasingly responsible municipal or administrative experience, including two years of management or supervisory experience in parks and recreation or a closely related public agency environment. Experience overseeing multiple functional areas with a parks and recreation department is highly desirable. Graduation from an accredited college or university with a bachelor's degree in recreation, public administration, business administration, or a related field is required.



COMPENSATION & BENEFITS

The salary range for this position is \$214,395.84 - \$280,323.72. Placement in the range is dependent on candidate's qualifications and experience. Salary is supplemented by a competitive benefits package, including:

Retirement: CalPERS Classic members: 2.7% at 55 with an 8% gross pay employee contribution; CalPERS new (PEPRA) members: 2% at 62 with a 7% gross pay employee contribution.

Health Insurance: The City pays up to 100% of Kaiser premiums for Employee Only and +1 Dependent plans, 90% for +2 or more; employees cover any extra pre-tax. Those who opt out of health insurance may be eligible for monthly cash-in-lieu.

Retiree Medical Reimbursement: For employees with at least 10 years of service and who retire with the city, the city reimburses up to \$438 per month for retirees until age 65, and up to \$262 per month for retirees after age 65.

VEBA: City contributes \$50 per month towards employee VEBA Account.

Paid Family Leave: Up to 8 weeks of benefits within a 12-month period.

Social Security/Medicare (FICA): Employee and City contribute toward Medicare (1.45%) and Social Security (6.20% up to the required annual limit).

Dental and Vision Insurance: City pays employee-only lowest cost plan. Employees pay for additional premiums above the employer contribution toward dental and vision insurance.

Flexible Spending Account: IRS Section 125 Plan, employee may contribute up to \$3,400 per year to a health care spending account; \$7,500 per year to a dependent care spending account, and \$340 per month to a commuter benefit plan in pre-tax dollars.

Employee Assistance Program: City's vendor provides confidential counseling to employees and dependents. Up to a maximum of five (5) consultation sessions per family member per incident per year.

Vacation: Vacation accrual of 10 days per year for the first 4 years, with accrual increase over time. Maximum accrual is 480 hours.

Vacation Cash-Out: Up to 80 hours of accrued vacation once per year, to be paid in two cash-outs the following calendar year.

Sick Leave: 96 hours per year with no accrual limit.

Management Leave: 120 hours per calendar year (prorated in the first year based on hire date), with a maximum accrual of 180 hours.

Holidays: City observes thirteen (13) paid holidays annually and four (4) additional paid holidays between December 25th and January 1st.

Life Insurance: City pays the premium for \$50,000 of Basic Life Insurance coverage. Additional insurance may be purchased by the employee.

Deferred Compensation: City offers an optional 457(b) Plan. The city will contribute \$300/month to the employee's deferred compensation account.

Automobile Allowance: The city provides a vehicle allowance of up to \$200 per month.

Cell Phone/Smart Phone Stipend: A city-issued cell phone or an allowance of \$80 per month.

Tuition Reimbursement: City will reimburse eligible tuition expenses up to \$2,000 per fiscal year.

For more information on employee benefits, visit the City's benefits [website](#).

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight, Sunday, September 20, 2026**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages.

TB & CO.

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Following the closing date, resumes will be screened in relation to the criteria in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A smaller group of candidates will likely be invited to participate in additional interviews and selection activities shortly thereafter. The city anticipates making an appointment in a timely manner, following the completion of background and reference checks. Please note that references will not be contacted until the end of the process, and at that time, they will be done in close coordination with the selected candidate.