



## *Highlands Recreation District Invites Your Interest in the Position of General Manager*

### **The Organization:**

The Highlands Recreation District is a Special District which operates under the Community Services District law pursuant to government code 61000 et seq, for the purpose of providing recreational services within the District. Services are provided under the leadership and direction of an elected Board of Directors.

The District was founded by Highlands community members in 1957. Much has changed during the District's history and our programs have greatly expanded. The organization operates a 3.5-acre recreation center, which includes an Early Education Center, gymnasium, full aquatics facilities, tennis courts, playgrounds, meeting space, and offices. The District operates a fully accredited daycare and preschool and provides licensed after school care to school age children in Kindergarten through 8th grade. 'The Rec' offers a full range of recreation programs for people of all ages. This includes exercise classes, music lessons, and book clubs, to name just a few activities. Some Rec sponsored activities take place offsite. In addition, the District owns 40 acres of unimproved Open Space, which borders part of the Highlands community.

The Highlands Recreation District's operating income is generated through a mix of property taxes, program fees, and special purpose grants. The District has a reserve fund and is financially stable.

In 2023, the District was awarded a Special District Leadership Foundation's District Transparency Certificate of Excellence. Through collaboration, dedication, and responsible management, 'the Rec' continues to be an integral part of the wonderful Highlands Community.

*A Community place to learn, grow, and play.*

1851 Lexington Ave.  
San Mateo, CA 94402

Phone: 650.341.4251

**Highlands Recreation  
District**

## The Community:

The Highlands community, known for its unique Eichler Homes, views of the San Francisco Bay and Crystal Springs Reservoir, and stretches of bordering open space, is perfectly located between San Francisco and San Jose on the northern edge of Silicon Valley in unincorporated San Mateo County. The community is made up of approximately 800 homes. Highlands residents take pride in their community, which is reflected in several annual events, including the Fourth of July Fireworks and Parade, a Halloween event, and numerous neighborhood parties and potlucks.

'The Rec' also serves the approximately 600 neighboring homes in unincorporated San Mateo County on a non-resident basis.



## The Position:

The General Manager is vital to the success of the Highlands Recreation District. This high profile position reports to the District's Board of Directors and is responsible for an annual budget of almost \$4 million. The General Manager supported by an Assistant General Manager, has oversight of a staff of approximately 20 FTEs and approximately 45 part time employees and contractors and is responsible for the District facilities and open space.

## Compensation and Benefits:

The annual salary range for the General Manager is \$145,000 - \$165,000. Placement in this range will depend on qualifications.

The District offers a competitive benefits package, which includes the following: The District offers a competitive benefits package, which includes the following:

- 457 Plan - monthly contribution matched by the District up to 7%
- Simple IRA plan - up to 3% of monthly salary matched by the District
- Health Insurance - The District offers medical benefits through Kaiser Permanente.
- Dental and Vision Insurance – The District offers dental and vision insurance through Principal.
- Life Insurance - coverage of up to 2x the employee salary, up to a \$200,000 max, is provided at no cost to the employee.
- Flexible spending - available to the employee using pre-tax dollars for medical and dependent care.
- Paid Time Off, Sick Leave, and Administrative Leave.
- Professional Development Allowance.
- Discounted tuition for District Programs.
- Other benefits include, cell phone allowance, Employee Assistance Program, and a 529 plan.

***HRD Mission:*** The Highlands Recreation District is dedicated to providing beneficial, safe and enriching programs and services to its patrons and a place to create and promote health, well-being and community.

## The Ideal Candidate:

The ideal candidate will possess eight years of experience in the public sector, parks and recreation, or small or medium sized private business, including three years of supervisory experience.

The new General Manager will have a proven track record of successful project management; shown the ability to implement effective community outreach and public relations strategies; possess working knowledge of human resources and recruiting best-practices; demonstrated the ability to serve the needs of a varied and multi-generational community. The leader will be a strategic thinker, who is collaborative, innovative, and creative. Additionally, strong interpersonal and communication skills will be required.

The new General Manager will have experience in developing budgets and a commitment to fiscal discipline. This leader will maintain a culture of accountability and transparency, motivate staff to meet their full potential, emphasize the development of staff at all levels, and further the District's focus on results and high performance.

The individual selected will demonstrate a desire to learn, develop, and be a leader in their field. It is expected that this person will be involved with professional organizations at the local and regional level.

## To Apply:

Interested candidates are invited to submit a resume and cover letter, expressing their experience, interest and qualifications, via: [GMrecruitment@highlandsrec.ca.gov](mailto:GMrecruitment@highlandsrec.ca.gov)

First resume review, March 31, 2024 or upon receipt of 50 applications.

