

Desert Recreation District



Management Analyst

THE DISTRICT

Desert Recreation District (DRD) focuses on providing recreation in the Coachella Valley service area. Desert Recreation District (DRD) was created in 1950 and is the largest recreation and park district in the state of California.

Covering more than 1,800 square miles, DRD is responsible for over 30 recreational facilities throughout the Coachella Valley that include community and fitness centers, sports fields, swimming pools, a golf course and driving range, and various parks and open spaces.

DRD serves more than 380,000 residents in the incorporated communities of Palm Desert, La Quinta, Indio, Indian Wells, Rancho Mirage and Coachella, and the unincorporated communities of Thousand Palms, Bermuda Dunes, Indio Hills, Mecca, Thermal, Oasis, Vista Santa Rosa, 100 Palms, and North Shore.

We encourage the community and visitors to take advantage of our weather and the beauty of our environment, and participate in the many programs, events, and activities that we plan throughout the year. From parks to ball fields to recreation facilities and swimming pools, we offer many ways to **FIND FUN** in the Desert!

OUR MISSION

To enrich the quality of life for Coachella Valley residents by acquiring, developing, operating, and maintaining a community focused parks and recreation system and preserving it for future generations.

OUR VALUES

- Respect
- Integrity
- Teamwork
- Excellence
- Honesty
- Responsibility
- Perseverance
- Sportsmanship
- Equity
- Courtesy
- Confidence
- Judgment
- Empathy



OUR VISION

Through a community collaborative approach DRD will be the regional provider of premier parks and recreation services in the Coachella Valley. Ensuring all residents have equitable and barrier free opportunities that contribute to the overall wellness of our communities.

OUR TEAM

DRD is governed by a five-member elected Board of Directors that set policy and strategic direction. Board members are elected by residents and serve a term of four years. DRD's General Manager reports to the Board of Directors and oversees the organization with a core mission of serving our residents by providing quality programs, services and facilities that promote an active, healthy lifestyle for all.

Team members include full-time and part-time staff, class instructors and volunteers. Each person is essential to the success of our programs. Our team members work hard to develop and implement more than 2,400 classes and 100+ special events each year. It may take a village in some places, but it takes a caring community of over 300 passionate team members at Desert Recreation District to respond to community needs.

DESERT RECREATION FOUNDATION

The Desert Recreation Foundation (The Foundation) is a 501(c)(3) non-profit organization responsible for raising funds on behalf of Desert Recreation District.

Since 2001, Desert Recreation Foundation has been working behind the scenes of Desert Recreation District to enrich and preserve the quality of life for residents by raising funds and garnering support to purchase, develop, enhance, preserve, promote, and expand the Coachella Valley's recreational activities, program, parks, properties, and facilities. We believe parks, recreation opportunities, and learning programs should be available to everyone in our community, no matter their income level or ability.

The Foundation generates funds through corporate and individual gifts and grants; leads the fundraising efforts to support Desert Foundation Recreation Scholarship Fund, which provide financial assistance to families and individuals in the community who may otherwise be unable to participate in recreational activities; assists with the purchase of land for new parks through fundraising, donations, legacy gifts, endowments, and purchases equipment and other items for the District's parks and facilities.

THE POSITION

Under administrative direction, the Management Analyst organizes and implements comprehensive programs of District departments and Boards; serves as District liaison to the Foundation and various groups; provides professional assistance to management staff; and performs related work. Assist management in performing a wide variety of staff functions, including analysis of various operations and procedures, preparation and presentation of board and committee agenda reports and assigned budgets and presents findings either orally or in writing.

The Management Analyst:

- Serves as District liaison to the Foundation.
- Serves as Assistant General Manager's liaison and represents the District to the public, and various regulatory agencies, community groups, and other agencies; analyzes, interprets, and explains departmental and programmatic policies and procedures to various stakeholders.
- Attends and participates in professional group meetings; stays abreast of new trends, technologies, and innovations in area(s) of assignment; researches emerging products and enhancements and their applicability to District needs.
- May assist with department fiscal administration activities, and contract administration; prepares expenditure summary reports and other financial reports as requested.
- Serves as the lead for grant opportunities which include, grant research, written application development, conducting internal administrative reviews of grant proposals, and completing fiscal and programmatic grant reports in a timely manner.
- Develops and implements techniques for measuring cost effectiveness and outcomes of new and existing programs and policies.
- Collects, interprets and analyzes data for complex projects, programs and clearly reports related findings and recommendations.
- Prepares comprehensive reports to communicate District and departmental priorities, policies and procedures.
- Conduct research, compile qualitative and quantitative data, and provide recommendations to senior management.
- Compete for or solicits funding from federal, State or other sources; provide technical assistance to senior management, the Foundation Board and to contract agencies; monitor grant implementation for budgetary and operating compliance to grant stipulations.
- Analyze administrative problems, reach practical and logical conclusions, and put effective solutions into practice; develop cooperative working relationships.
- Attends meetings, hearings, and conferences to present and gather information and prepare reports on actions taken.
- Prepares operating manuals and organizational workflow charts.
- Analyze and prepares reports on grants and fee-based programs.



THE IDEAL CANDIDATE

The Management Analyst shall have exceptional communication, listening and interpersonal skills, along with the ability to interact effectively and professionally as well as analyze information and present it to persons from diverse cultural, socioeconomic, education, racial, ethnic, professional backgrounds in a clear, concise, trustworthy and accessible manner.

Working experience with public sector and/or non-profit board functions, including agenda preparation, minute-taking, and associated posting requirements.

Education and Experience:

Bachelor's degree from an accredited college or university with major coursework in public or business administration, or a related field with four (4) years of increasingly responsible experience in community or public relations performing administrative, community, public relations and/or financial analysis. Public agency experience is preferred.

Certifications:

Possession and maintenance of a valid California Driver's License with an acceptable driving record is a condition of initial and continued employment in this position.



COMPENSATION AND BENEFITS

Our agency does not participate in CalPERS retirement system.

For more information about DRD benefits, visit:
<http://myrecreationdistrict.com/employment-opportunities>

The beginning salary for this position is **\$88,164.81** annually.
The full salary range is **\$88,164.81 to \$110,105.77**.

DRD also offers an attractive benefits package with the following elements:

HEALTH & WELFARE BENEFITS

DRD contributes a maximum of \$1,200 per month towards the medical, dental, and vision plans of full-time team members and their qualified dependents (choice of HMO, PPO, or EPO). DRD also pays 100% of the monthly premium costs for full-time team members for:

- Basic Life (1x annual salary up to \$100,000)
- Accidental Death & Dismemberment (1x annual salary)
- Long Term Disability (60% of salary)

TIME OFF BENEFITS

- Holidays: 12 paid + 3 floating holidays annually
- Sick Leave: 12 paid sick days annually
- Vacation: 2 to 4 weeks, based on length of service
- Management Leave: 80 hours annually

FINANCIAL BENEFITS

- 7.5% Employer Paid Defined Contribution Retirement Plan
- Voluntary Deferred Compensation Program with a matching contribution up to 2.5%
- Flexible Spending Accounts – Health & Dependent Care

WORK/LIFE BENEFITS

- District Discounts
- Employee Assistance Program
- Team Member Referral Program

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

RECRUITMENT

To be considered for this challenging and rewarding career opportunity, candidates are required to complete a DRD application and submit a cover letter, resume, and a relevant work sample. Applicants will apply directly online from the DRD website at <https://www.myrecreationdistrict.com/employment-opportunities>.

For inquiries about the position, please email HR@drd.us.com.

This recruitment will remain open until sufficient qualified applications are received. First review of applications will be conducted on January 26, 2024.

EVALUATION

Application materials will be reviewed and evaluated. Candidates who demonstrate the experience, skills, education, and abilities required will continue through the recruitment process.

INTERVIEW

Qualified candidates deemed to possess skills to succeed in the position will be invited for interviews.

Disclaimer: The District reserves the right to close this posting at any time. The District is in compliance with the Americans with Disabilities Act and will make all reasonable accommodations for the disabled to participate in employment programs and facilities. Women, minorities, and disabled individuals are encouraged to apply. The final candidate must pass pre-employment background check, physical examination and drug screen.



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