



BOND PROGRAM ADMINISTRATIVE COORDINATOR Hayward Area Recreation and Park District

Introduction

The Hayward Area Recreation and Park District (H.A.R.D.) is seeking a talented professional to work in a fast-paced, dynamic environment to provide administrative and technical support to the Capital Planning and Development program and project management functions related to park and recreational facility improvement projects funded by the \$250 million Measure F1 Bond measure overwhelmingly approved by voters in November 2016. Joining the Capital Planning and Development team is an outstanding opportunity to make a significant impact on the District's parks and facilities to better serve our community.

The District

H.A.R.D. is an independent special district that encompasses over 100 square-miles and services 290,000 residents in the City of Hayward and the unincorporated communities of Ashland, Castro Valley, Cherryland, Fairview and San Lorenzo. Since its creation in 1944, H.A.R.D. has become the largest recreation district in California with over 140 parks that have received national and state recognition for their design, innovation and beauty, as well as hundreds of educational and recreational classes and programs.

The Position

The new Bond Program Administrative Coordinator reports to the Capital Planning and Development Director and works closely with all department heads and Bond Project Managers on District-wide projects and is responsible for performing a variety of administrative support and technical activities requiring the exercise of initiative and independent judgment. The District is seeking a highly motivated, innovative, and skilled individual to provide support for the management of various projects and the overall bond program. The successful candidate will bring:

- A minimum of three years of increasingly responsible professional work experience that may have included at least two years of assistance with construction or project administration, landscape architecture or park management in a public park structure, Agency or District.
- Exceptional communication skills
- Ability to solve problems, overcome challenges, and respond effectively to changing priorities

Possession of an Associate of Arts degree or the equivalent of two years of college coursework from an accredited college or university in construction management or a related field is desired.

Salary Range:

\$70,992 to \$86,292 per year, DOQ.

Supplemental Questions

1. Describe why you think you are well suited to this particular position.
2. What special skills do you possess that would help you excel H.A.R.D.?
3. What do you consider your biggest professional accomplishment to date?
4. How do you adapt to shifting priorities? Provide a specific example and how you responded.

The Application

To apply for this outstanding opportunity, please submit a cover letter, resume and responses to the supplemental questions to MenM@haywardrec.org. Contact Martha Mena at (510) 881-6708 or MenM@haywardrec.org for additional information. Position is open until filled.