

GREATER VALLEJO RECREATION DISTRICT

# General Manager Recruitment



In Partnership with:  
 MUNICIPAL RESOURCE GROUP, LLC



# Greater Vallejo Recreation District

The Greater Vallejo Recreation District (GVRD) was established over 81 years ago on July 14, 1944, and is an independent special district located in the City of Vallejo (City). GVRD is a separate government agency from the City that provides parks and recreation programs for children, families, and seniors in Vallejo.

GVRD organizes and manages sports programs for both youth and adults, before and after-school programming, leisure classes, and a variety of special interest events like The Vallejo Sports Hall of Fame, Breakfast with Santa, Arts and Concerts in the Park, and Fishing in the City. These programs and many, many more benefit over 120,000 Vallejo residents of all ages each year.

With abundant recreational opportunities, GVRD manages 407 acres of public park space, including 23 neighborhood parks, 4 community parks, 5 special-purpose parks, an Olympic-size swimming pool, and 4 community centers. In addition, GVRD maintains over 1,000 acres of public land. Many of these parks & facilities are owned by the City of Vallejo and leased to the district through a Master Lease Agreement.

The City of Vallejo is approximately 48.78 square miles and is centrally located. It offers easy access to the entire Bay Area. Its unique location makes it an ideal choice to reside.

The distance to San Francisco is 31 miles, to Sacramento is 58 miles, to San Rafael is 38 miles, to Oakland is 26 miles, and to Napa is 16 miles from Vallejo.

**Mission:** GVRD promotes wellness and healthy lifestyles by providing safe parks and innovative and fun recreation programs for all residents.

**Vision:** GVRD aspires to provide safe and world-class parks and facilities, and creative, innovative, and affordable recreation opportunities.

**Hallmark:** GVRD strives to be a leader in these areas:

- Safety
- Diversity, Equity, & Inclusion
- Playful Creativity
- Professionalism

## Administration, Staff and Budget

The District is managed by a General Manager and overseen by a 5-member Board of Directors, three of whom are appointed by the Vallejo City Council and two by the Solano County Board of Supervisors. Board members serve 4-year terms. GVRD operations are governed by California's Public Resources Code Section 5780 et seq.

The District's General Fund total operating Budget for FY 2025/26 is \$10,885,774, and are finalizing the 2026/2027 FY budget. GVRD operates primarily by means of locally controlled funding and receives revenue from fees for services, park entrances, programs, and facility rentals. Grants and park dedication permit fees assist in

the provision of new park development projects and ongoing maintenance.

An awarded \$7.5 Million Grant, "Proposition 68," has funded an exciting project that is underway for upgrades at the Franklin Middle School; construction began in 2025. GVRD is pleased to have Measure K funds to continue to maintain and improve parks and community centers, and pay for programs for Vallejo youth, adults, and seniors.

GVRD has a total of 35 Full-Time Equivalent Staff, and annually, they employ approximately 150 seasonal employees. The Executive Team is made up of the General Manager, who has five direct reports: Parks and Facilities Director, Recreation Services Director, Board Clerk/Assistant to the General Manager, Human Resources Director, and Finance Director.

## The Position

The General Manager plans, directs, and manages all GVRD operations, overseeing administrative functions, finance, human resources, park operations, and recreation services. The role serves as an ex officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation, and as the District's Chief Financial Officer and Risk Manager. The General Manager coordinates activities, builds collaborations and partnerships with other agencies, organizations, and the public, and provides complex administrative support to the Board of Directors.



**YOUR MEASURE K FUNDS at Work, VALLEJO!**  
*Investing in Our Community*  
GREATER VALLEJO RECREATION DISTRICT

**COMPLETED & FUNDED PROJECTS**

- Security and Surveillance Upgrades | at 401 Amador
- Franklin Driveway Cut-In
- Crest Ranch Building Demolished
- Thurmon Concession Stand Roof Replacement
- Blue Rock Irrigation Pump Motor Replacement
- New HVAC System | Cunningham Pool
- Children's Wonderland Pour-in-Play Surface Replacement | Train Station Area
- Wilson Park Sewer Repairs

**THANK YOU, VALLEJO!**  
Your Measure K dollars are building stronger parks, safer facilities, and better community

# Made possible by Measure K funds

## The Ideal Candidate

The Board of Directors is seeking a forward-thinking and collaborative General Manager. The ideal candidate will support the Greater Vallejo Recreation District's Mission, Vision, and Hallmark.

### ATTRIBUTES AND CORE COMPETENCIES

In addition, the General Manager will be an effective leader with experience in special districts, cities, counties, or equivalent



public sectors, and strong fiscal management skills, including municipal budgeting and government fiscal operations. The ideal candidate will demonstrate a coaching and participative leadership style, be hands-on when necessary, maintain personal accountability, and communicate clear direction and expectations. Important competencies include public administration acumen; an outgoing and collaborative nature; the ability to partner with diverse stakeholders such as the City of Vallejo, community organizations, educational institutions, and local businesses; adaptability in setting priorities while ensuring organizational effectiveness; an enterprise mindset, resourcefulness in pursuing grants and fiscal opportunities; and proactive communication with the Board and the public.

### QUALIFICATIONS: EXPERIENCE & TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Seven years of progressively responsible management experience with a special district, city, county, or an equivalent public sector jurisdiction, including five years of administrative and supervisory responsibility.
- Equivalent to a bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field.
- Desired: Master's Degree in public administration, business administration, or a related field.



## Compensation & Benefits

The annual salary for this position is currently \$229,338.30 and is under review.

The District offers a competitive benefits package that includes:

- CalPERS retirement plan: CalPERS 2.5% @ 55 formula for classic members and 2% @ 62 formula for PEPRAs members.
- Health plan - District covers premium for employee plus portion of family coverage.
- Dental/vision insurance - District pays premiums for employee and dependents.
- Term life insurance - \$100,000.
- Optional Deferred Compensation 457 Plan.
- 14.5 holiday per year: 13.5 holidays per year and one floating holiday.
- Sick leave - 12 days annually, with unlimited accrual.
- Annual leave - 15 days. Prorated from first day of employment, 20 days after five years of employment.
- Executive leave – 112 hours. Allocated July 1, pro-rated from first day of employment.
- Educational reimbursement: \$2,500 with a passing grade in any calendar year.
- Auto allowance - \$400/month.
- GVRD does not participate in Social Security.

## APPLICATION AND SELECTION PROCESS

**Closing date is midnight Friday, July 24, 2026.**

To be considered, submit a cover letter and resume to [apply@solutions-mrg.com](mailto:apply@solutions-mrg.com) with the subject line "GVRD General Manager."

For questions, contact Liz Brown at [lizbrown.hrconsulting@gmail.com](mailto:lizbrown.hrconsulting@gmail.com).

### Tentatively Scheduled Timeline:

- 1<sup>st</sup> Round - Video Interviews, scheduled: Friday, August 28, 2026.
- 2<sup>nd</sup> Round - In-Person Interviews, tentatively scheduled: Thursday, September 3, 2026.