



COUNTY OF MARIN

DEPUTY DIRECTOR
CULTURAL & VISITOR SERVICES

THE COMMUNITY

Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related (e.g. Fireman's Fund), finance, movie and video production (e.g. Lucas Films), agriculture, aquaculture, computer software (e.g. Autodesk), communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.

THE COUNTY

County of Marin is a vibrant and thriving organization comprised of 23 agencies and departments with a workforce of approximately 2,400 employees and an operating budget of \$445.1 million (FY 2012-13). The County's full array of public safety, community development, public works, health and human services, community services and administrative services is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts in this general law county. Many of the County's employees work at the historic Marin County Civic Center, designed by Frank

Lloyd Wright, located in the City of San Rafael.

This diverse organization strives to uphold a set of core values at work: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. In addition, the County is committed to being a well-managed organization that relies on the talents of its workforce to succeed. Part of this commitment has been the development of a Strategic Workforce Plan which provides a blueprint for the County to continue building a thriving organization.

For more information on the County's Strategic Workforce Plan, please visit www.co.marin.ca.us/depts/hr/main/docs/strategicworkforceplan.pdf. For more general information on the County, please visit www.marincounty.org.

THE DEPARTMENT

The Department of Cultural & Visitor Services offers active, engaging and diverse cultural and visitor programs and services to support a healthy community in Marin County. The Marin Center, centerpiece of the department, is a popular, vital, multipurpose civic, cultural and community resource, providing a variety of educational, recreational, cultural, artistic and community services for people of all ages and backgrounds, with a focus on improving the quality of life and responding to the changing needs of the community. The department also produces the award winning Marin County Fair, partnering with the community each year to develop themes and features that keep the Fair relevant for changing demographics. Lastly, the department manages the Marin Center Presents bringing popular and acclaimed performing arts companies to the Marin Veterans' Memorial Auditorium providing the perfect blend of performing arts with a diverse and distinct array of programming for the entire community.

In addition to the strategic work the department is doing to ensure the fair remains relevant, facilities are maintained and upgraded, and promoting leadership and administrative support for staff development, the department has several important and exciting initiatives that will be taking shape over the next few years:

The mission of the Department of Cultural and Visitor Services is to promote and enhance the cultural, educational, social, economic, recreational, and entertainment life of Marin County for all residents by managing the County's major performing arts, conference, and event center; managing the award-winning Marin County Fair; and by coordinating docent tours at the Marin County Civic Center.



- Leading efforts to form a new non-profit, community-based organization that supports and integrates the Marin Center, Marin County Fair, and Marin Center Renaissance Partnership.
- Supporting the planning efforts of the major north campus improvements which include a permanent farmers market, a Sonoma-Marín Area Rail Transit (SMART) station and improvements to the Marin Veterans' Memorial Auditorium parking lot.
- Implementing a new event scheduling and planning software in collaboration with the Marin Convention and Visitors Bureau to better facilitate communications within the hospitality industry and the Marin Center.

For additional information about the department visit www.marincounty.org/cu.

THE POSITION

This position assists the Director of Cultural & Visitor Services by directing multiple organizational units and programs within the department's strategic framework and assisting in the day to day administration, supervising and evaluation of department services, budget and operations. Incumbents work within a leadership team concept with the Director, other department managers and professional staff. Key issues and priorities facing this Deputy Director of Cultural & Visitor Services will include:

- Strengthening the programs and operations of the award-winning Marin County Fair. This position will ensure a smooth transition of this signature and popular community celebration.
- Oversight of the start-up of a new non-profit organization, incorporating the features and benefits of the Marin County Fair, Marin renaissance Partnership and Friends of Marin Center, including the responsibility for the leadership and work with the founding board, membership program development and operations. This new community based organization will play a pivotal role in the department's long-term future for community outreach, partnership development and fundraising for facility enhancements and effective linkage to the County of Marin is vital.
- Developing and implementing enhancements to ticketing and event management software systems to keep the department technology-forward. The event management software will be used in collaboration with the Marin

THE IDEAL CANDIDATE

The ideal candidate is a proven leader with a strategic and entrepreneurial approach to their work. S/he demonstrates an ability to successfully work within a leadership team concept with executive management, other department managers, and professional staff. The candidate has demonstrated experience in an executive role managing a successful county or state fair and/or serving as a facility executive working in collaboration with non-profit support organizations. S/he successfully manages relationships with staff, customers, vendors, boards and partner organizations and agencies. As such, the ideal candidate has strong management skills complemented by outstanding communication, interpersonal and presentation skills. In addition, the ideal candidate is well versed in the use of technology solutions and social media in the course of work and experience implementing event management and ticketing technology solutions is highly desirable.

Convention and Visitors Bureau to better facilitate communications within the hospitality industry and the Marin Center.

- Developing and maintaining effective, positive working relationships with facility users, audiences, County departments, industry colleagues, local business and non-profit communities, Marin Convention and Visitors Bureau, performing arts and conference center managers, California fair colleagues, and County Fair contract staff.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and skills listed in the [class specification](#). Typically, equivalent to a college degree in Auditorium Management, Park and Recreation Administration, Fair Management, Public Administration or related fields, and four years of full time professional experience in arts, fairgrounds or facility management.

COMPENSATION

SALARY: The annual salary range for the Deputy Director of Cultural & Visitor Services is \$93,350—\$111,821 annually depending on qualifications. In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

RETIREMENT: The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has a reciprocity relationship with CalPERS.

INSURANCE: The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

LEAVE ALLOWANCES: The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.

DEFERRED COMPENSATION: The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457k plans to which employees may contribute in order to enhance their retirement.

For additional information about benefits, please visit <http://www.marincounty.org/depts/hr/benefits>.

APPLICATION & SELECTION PROCESS

To be considered for this exceptional career opportunity, please apply online at <http://www.marincounty.org/jobs> by **4:00 p.m. on Friday, December 20, 2013**. As your application materials may be reviewed by individuals not privy to your employment history, please complete all sections of the application form in full and submit responses to the supplemental questions.

Depending on the number of qualified candidates, the testing process may consist of a highly qualified review, supplemental application screening, online assessment, written examination, oral examination or any combination to determine which candidate's names will be placed on the eligible list. *The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.*



TENTATIVE EXAM SCHEDULE

Filing deadline:	December 20, 2013
Panel Interviews:	January 16, 2014
Selection Interviews:	January 27, 2014

For complete instructions on how to apply contact:

Department of Human Resources
 3501 Civic Center Drive, Suite 415
 San Rafael, CA 94903
<http://www.marincounty.org/jobs>

415.473.6104 T
 415.473.3669 F
 CRS Dial 711
hrjobaps@marincounty.org