

Kyla R. Brown

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Objective To maximize use of my knowledge, experience, education, and strong leadership skills to provide service to the public, as well as address broader community needs.

Overview Significant experience in organizational planning, project planning, budget development, public communication and management plans for varied types of public facilities.

27 years of public administration experience, including park operations, recreation management, community service, and organization management.

Professional Experience 12/2019 - Present Regional Park & Open-Space District Riverside County, CA
Parks Director/General Manager

General manager of the park district and all operations.

- Directs operations for 100,000+ acres of land, including regional parks, education centers and museums, cultural sites, 170+ miles of trails, park planning, etc.
- Directly responsible for administering directives of the Board of Directors (County Board of Supervisors).
- Serves as liaison and secretary to advisory commissions and committees.
- Responsible for fund development and securing grants to meet the park and open-space needs of broad riverside county.

4/2017 - 12/2019 Regional Park & Open-Space District Riverside County, CA
Assistant Director – Operations & Resources

One of two executive team members reporting to the General Manager of the District. As Assistant Director of Operations and Resources, is responsible for directing all operations within the parks, recreation, interpretive and open-space, planning, and maintenance divisions which comprise the Operations and Resources Bureau.

- Directs the operations for 72,000+ acres of land, 10 regional camping parks, 3 recreational parks/facilities, 8 cultural/historical sites, and 160+ miles of regional trail managed by the District.
- Oversees planning, including capital improvement projects and trails.
- Serves as chair for the Southwestern Riverside County Multi-Species Reserve Management Committee.
- Represents District on the Santa Rosa Plateau Ecological Reserve Management Committee.

6/2010 – 3/2017 Regional Park & Open-Space District Riverside County, CA
Assistant Director – Parks & Recreation

One of three executive team members reporting to the General Manager of the District. Responsible for all park and recreation facility operations within the District to include:

- Regional parks operations and maintenance
- Recreation facility operation and maintenance
- Special events
- Campground reservations and Guest Services
- Marketing and Public Communications, including serving as Public Information Officer
- Participate in County-wide Healthy Riverside County Coalition and Workgroup

9/2007 – 6/2010

City of Fontana

Fontana, CA

Community Services Manager

Manage, plan and coordinate a comprehensive division comprised of cultural arts programming, marketing and public communications (Community Services Department and City of Fontana overall marketing), special events, senior services, an art gallery, a museum and nature center, an auditorium, a dinner theater, the government access channel, and administrative functions. Duties included:

- Managing a \$3.4M budget
- Training, managing and evaluating more than 55 full and part time staff
- Preparing complex fiscal, operational and management reports, including City Council reports and presentations
- Development of new programs and services
- Assessment of current services, programs and customer service levels
- Administrator for registration and reservation system
- Development of partnerships
- Participation on facility design and construction management teams for several projects, including \$11M+ dinner theater; \$65M regional park with community center, aquatics complex and skate park; 90,000 square foot library; and \$20M, 45,855 square foot senior center

2002 – 2007

City of Fontana

Fontana, CA

Community Services Supervisor

- Manage, plan and supervise programs to include government access channel, city-wide and Community Services Department marketing and public communications efforts, special events, cultural arts programs, community centers, aquatics programs, after school programs, and department administrative functions. Managed special projects to include:
 - City-wide marketing program (2005 to 2010)
 - Fontana Park design
 - State of the City Address (including drafting speech for the mayor, planning the event, and producing a video presentation)
 - Mayors Gala (planned and implemented and helped raise \$180,000 in donations);
 - Implementation of department-wide cash handling procedures and development of policies
 - Development of professional reports and public presentations as needed.
 - Supervised 50 full and part time staff
 - Participated in the strategic planning and transition of the department from a division of the Public Works Department to the Community Services Department

2004

City of Fontana

Fontana, CA

Assistant to the City Manager

Provided assistance and support to the City Manager and City Council on a daily basis to ensure goals and objectives of the City Council were met.

- Assisted with special projects in the area of economic development, redevelopment, public works and community services
- Reviewed and approved department and agency work plans
- Reviewed budget proposals and development proposals
- Advised city manager on critical issues
- Served as liaison between community members and the office of the city manager

1994 – 2004 City of Fontana Fontana, CA

Various Positions

Held progressive positions starting as a lifeguard and public services assistant, to pool manager and community services coordinator. I was increasingly responsible for aquatics programs, community center operations, special events, and senior services.

Education

Master of Public Administration

2014 California Baptist University

Bachelor of Arts (BA), Human Services

2002 California State University, San Bernardino

Associate of Arts (AA), Human Services

1999 Riverside Community College

**Professional
Certificates**

High Performance Leadership Academy, Professional Development Certificate

- October 2021

Credentialed California County Senior Executive

California State Association of Counties – Institute for Excellence in County Government

- June 2017

Certified Park and Recreation Executive (CPRE)

- January 2016 to present

Certified Park and Recreation Professional (CPRP)

- March 2013 - 2016

**Professional
Memberships**

National Association of County Park & Recreation Officials

- Board of Directors, Director 2020 to present
- Member, 2013 to Present

California Special Districts Association

- Member, 2018 to present

California Parks and Recreation Society

- Board of Directors, Vice President 2022 – 2023, President-Elect 2023-2024
- Board of Directors, Region 4 Representative 2017 - 2019
- Maintenance Management School Board of Regents 2013 - 2019
- Active Member, 2003 – Present
- District 11 Board of Directors, 2005 – 2010

Municipal Management Association of Southern California

- 2009 to present

Park Rangers Association of California

- 2011 to present

National Recreation and Park Association

- 2011 to present

Training

Environmental Leadership Academy, CSU San Marcos at Temecula

- December 2016

Pacific Southwest Maintenance Management School (Year 1 and 2)

- November 2011 and November 2012

Riverside County Leadership Initiative

- December 2011

Management Action Program (MAP) Training -

- January 2004

References

Available upon request.