

# Kyla R. Brown

**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 90,000+ 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 District Advisory Commission and Historical Commission for Riverside County.
- 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**

- 2018 to present

**California Parks and Recreation Society**

- Board of Directors, Vice President 2022 – Present
- 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.

# **Robert J. Williams**

## **Riverside County Regional Park and Open-Space District**

### **Professional Summary**

Certified Park & Recreation Professional with nearly 16 years' experience in parks and natural resources management; experienced with Community Service Areas (CSA), Landscape Management Districts (LMD), Permanent Road Divisions (PRD), and Park Land Dedication Ordinance (PLDO); CAPRA accreditation and reaccreditation process for two Park and Recreation Agencies. An effective leader capable of managing and leading a diverse workforce. Skilled in multiple mapping and computer software programs, including ESRI ArcGIS, Survey 123, Field Maps, Trimble GPS, virtual meeting platforms, and Basecamp. Speaker at the 2023 California Trails and Greenways, 2020 California Park & Recreation Society and 2019 Park Ranger Association of California Conferences. Recipient of numerous awards, including 2015 Riverside County Regional Park and Open-Space District Employee of the Year, 2016 National Collegiate Landscape Competition Superstar Award, 2020 San Diego County Parks and Recreation Directors Award, and 2021 County of San Diego Chief Administrative Officer Award.

### **Experience**

#### **Riverside County Regional Park and Open-Space District (CAPRA)**

**Aug 2021 to Present**

#### **Bureau Chief/Natural Resources Manager**

**July 2016 to Apr 2020**

Chief of Business Operations with direct oversight of Human Resources, Marketing, Guest Services, Special Events, Volunteer Services, and the Districts Homeless Outreach Division. Districts Public Information Specialist and Diversity Equity Inclusion and Accessibility Liaison. Open-Space Reserve Manager of 12 wildlife reserves and 3 cultural sites covering over 30,000 acres of protected lands within Riverside County. Supervised 10 full-time and 5 part-time employees; conducted hiring and termination procedures and manage an operating budget of \$2 million. Executed the organizations long-term planning and operational goals by preparing and implementing a variety of complex strategic, fiscal, environmental, and trails plans. Actively engaged in the environmental planning, design, and development of the multi-jurisdictional Santa Ana River Trail. Knowledgeable in environmental and cultural permitting under CEQA, NEPA, and Cultural Resources. Implemented various personnel management strategies to improve employee behavior, boost morale, and increase efficiency. Completed numerous environmental reports, exotic vegetation removal, wildfire prevention plans, habitat restoration, and wildlife management plans. Managed, surveyed, and analyzed biological monitoring programs for restoration plans located on the Southwestern Riverside County Multi-Species Reserve. Conducted prescribe burns and post wildfire reserve management, while working with Cal-Fire and other government agencies. Supervised and reviewed research projects that were utilized by the Reserve Manager to successfully manage small mammal, avian, and plant activities. Submitted various scientific reports to federal, state, and county agencies involving long-term planning, environmental impacts, farming operations, sheep grazing, riparian habitat restoration, conservation easements, and biological surveying. Extensive knowledge of plant and animal communities and their impacts on biodiversity in California. Explained and enforced county ordinances, federal and state guidelines, and reserve management requirements. Appointed the RivCo Parks Homeless Liaison for

the Santa Ana River Watershed (over 250 active encampments) and assisted in creating the Homeless Encampment Protocol for the County of Riverside. Created, reviewed, and revised District and County policies. Knowledgeable in the Americans with Disabilities Act (ADA) and assisted with upgrading park facilities to meet federal standards. Recipient of various Federal and State grants aimed at improving the quality of life for County residents and offsetting General Fund consumption. Establishing new contracted services for the Santa Ana River Watershed intended to increase District revenue and protect sensitive habitat.

**San Diego County Parks and Recreation (CAPRA)**

**Apr 2020 to August 2021**

**Chief of Departmental Operations**

Managed Park Operations for 152 facilities, including regional parks, community centers, campgrounds, local parks, wildlife preserves, and 360 miles of trail within the County of San Diego. Oversight of 10 Park Region Managers with over 100 FTE and 200 seasonal staff, an annual operating budget of \$40 million, Capital Improvement Funds of \$65 million, and \$11 million in Major Maintenance Improvement Projects. Directed, organized, and coordinated multi-disciplinary professional and non-professional staff to carry out various department programs that involve oversight of planning and development, financial, budgetary, and related administrative functions. Established community advisory committees, participated in community services area meetings, and worked directly with the Land Use and Environment Group to support the County of San Diego vision to protect, preserve and provide recreation for residents. Reviewed programs for risk, progress, and implementation in accordance with federal, state, and local regulations. Utilized grants and general funds to design and construct multimillion-dollar park facilities including campgrounds, community parks, and infrastructure upgrades. Created community engagement plans for future park development projects, which included surveys, outreach meetings, and social media campaigns. Developed weed abatement management plans and fire mitigation programs for State Responsibility Areas (SRA) and County Preserves. Submitted Board Letters and conducted presentations to the County Board of Supervisors, Park Advisory Committee, community stakeholders, and non-profit groups. Successfully implemented COVID-19 Safe Reopening Plans, Public Health Protocols, State Industry Guidance, and local health orders to protect park personnel and improve the quality of life of County residents during the COVID-19 pandemic. Developed a mentorship program that promoted professional development and organizational acumen. Developed a 5-year forecast, annual reports, Climate Action Plans, and Park Master Plans to ensure both short and long-range goals are being accomplished. Created and managed numerous lease agreements, Memorandum of Understanding (MOU), and Joint Powers Authority (JPA) agreements. Established fee waiver programs and obtained funds for essential workers under the CARES Act and ARPA federal programs. Participated in the National Recreation and Park Association CAPRA reaccreditation and was section leader on for numerous Standards. Engaged County Counsel to address potential lawsuits against the County and Freedom of Informational Act (FOIA) request.

**Riverside County Regional Park and Open-Space District****Feb 2013 to July 2016****Park Ranger Supervisor**

Supervised and evaluated the work of Open-Space staff conducting wildlife management, exotic vegetation removal, habitat restoration projects located at Hidden Valley Wildlife Area and Santa Rosa Plateau Ecological Reserve. Efficiently managed sensitive conservation areas under the Multi-Species Habitat Conservation Plan. Directed the Arundo Invasive Plant Removal Program located on the Santa Ana River. Conducted farming and pond management for migratory birds, while abiding by the Migratory Bird Treaty Act. Conversant in environmental permits including Clean Water Act section 401/404 permits and Cal Fish and Wildlife 1600 Streambed Alteration Permits.

Supervised and monitored endangered species restoration projects, while engaging with US Fish & Wildlife Service. Conducted hiring, work monitoring, evaluations, and discipline of seasonal and full-time personnel. Skilled and trained in FMLA, Worker Compensation, union negotiations, and other Human Resources related items. Prepared documents for services, contracts, and purchase orders for park projects. Monitored and restored over 100 miles of equestrian, bike, and hiking trails in Riverside County. Developed and managed programs with budgets totaling \$1.3 million annually.

**Riverside County Regional Park and Open-Space District****Aug 2007 to Feb 2013****Park Ranger I & II**

Explained and enforced Riverside County Ordinances and State Fish and Wildlife regulations to park visitors as a patrol Ranger for the Natural Resources Division. Created interpretive programs for the Hidden Valley Nature Center that focused on wildlife, water management, and insects. Manufactured and installed gates, fences, and irrigation on Open-Space lands. Organized Work Release Program workers and Cal-Fire inmate crews for various projects including vegetation management and fire protection. Conducted habitat restoration in riparian and grassland habitats. Experienced in various off-road vehicles and heavy equipment operations comprising of ATVs, 4x4 trucks, bobcats, tractors, and excavators. Participated in contract bids for capital improvement projects.

**United States Army****2002 to 2010****Infantryman**

Combat infantryman trained in leadership, combative, and weapons drills. Achieved team leader in Iraq and served in both active duty and reserves. Trained, directed, disciplined, and evaluated soldier performances while on active duty and in the reserves.

**Specialized Certifications**

- Certified Park & Recreation Professional (NRPA)
- Strategic Leadership Academy (COR)
- Qualified Applicators License- Category B/F (CADPR)
- PC 832 - Arrest, Search and Seizure

- Environmental Leadership
- Baton (RCB) / Pepper Spray (OC)

## **Memberships**

- National Recreation and Park Association
- California Park & Recreation Society
- National Association of County Park and Recreation Officials (NACPRO)
- California Invasive Plant Council
- Park Ranger Association of California

## **Education**

California Baptist University

Master of Public Administration, 2021

Related courses include Leadership, Ethics, Conflict Management, Public Finance and Budgeting, and Personnel Management.

Cal State San Marcos

Environmental Leadership Academy, 2017

Cal Poly Pomona

Bachelors of Science in Plant Science, 2016

Related courses include Botany, Horticulture, Integrated Pest Management, Water Management, and Environmental Planning, Leadership.

Mt. SAC Community College

Related courses include Park Management, Sports Turf, and Irrigation Design.