

L.H. 4/25

### Application Form

#### Profile

Steven \_\_\_\_\_ M \_\_\_\_\_ Cox \_\_\_\_\_  
 First Name Middle Initial Last Name

0160 East Ave \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Home Address  
 Livermore \_\_\_\_\_ CA \_\_\_\_\_ 94550 \_\_\_\_\_  
 City State Postal Code

(925) 499-7000 \_\_\_\_\_  
 Primary Phone

scxm4@ucsf.edu \_\_\_\_\_  
 Email Address

#### District Locator Tool

Resident of Supervisorial District:

N/A - Out of County

City of San Ramon \_\_\_\_\_ Recreation Supervisor \_\_\_\_\_  
 Employer Job Title

#### Length of Employment

16 years

Do you work in Contra Costa County?

Yes  No

If Yes, in which District do you work?

Candace

How long have you lived or worked in Contra Costa County?

Are you a veteran of the U.S. Armed Forces?

Yes  No

#### Board and Interest

Which Boards would you like to apply for?

Hazardous Materials Commission: Submitted

Steven M Cox

**Seat Name**

Alternate

**Have you ever attended a meeting of the advisory board for which you are applying?**

Yes  No

**If Yes, how many meetings have you attended?**

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**Education**

**Select the option that applies to your high school education \***

High School Diploma

**College/ University A**

**Name of College Attended**

CSU Chico

**Degree Type / Course of Study / Major**

B.S. Marketing

**Degree Awarded?**

Yes  No

**College/ University B**

**Name of College Attended**

CSU East Bay

**Degree Type / Course of Study / Major**

M.S. Recreation MGMT

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

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**Other Trainings & Occupational Licenses**

**Other Training A**

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**Certificate Awarded for Training?**

Yes  No

**Other Training B**

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**Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

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**Qualifications and Volunteer Experience**

**Please explain why you would like to serve on this particular board, committee, or commission.**

I am interested in how Hazardous Waste is being handled in Contra Costa County. Additionally I am interested in how water tributaries and urban growth are affecting fish and wildlife in Contra Costa County.

**Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)**

Resume Attached

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Upload a Resume

**Would you like to be considered for appointment to other advisory bodies for which you may be qualified?**

Yes  No

**Do you have any obligations that might affect your attendance at scheduled meetings?**

Yes  No

**If Yes, please explain:**

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Yes  No

**If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:**

**If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:**

**List any volunteer or community experience, including any advisory boards on which you have served.**

Alameda County Mosquito Abatement District Board of Trustee Member

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### **Conflict of Interest and Certification**

**Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)**

Yes  No

**If Yes, please identify the nature of the relationship:**

**Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?**

Yes  No

**If Yes, please identify the nature of the relationship:**

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### **Please Agree with the Following Statement**

**I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.**

I Agree

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### Important Information

Steven M Cox

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
  - (1) Mother, father, son, and daughter;
  - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  - (4) Registered domestic partner, pursuant to California Family Code section 297;
  - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
  - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

# Steven Cox

[REDACTED] Livermore, CA 94550

[REDACTED]

[REDACTED]

## Demonstrated Skills

Result oriented strategic planner, fiscally responsible budget manager, effective staff supervisor, efficient facility operator, articulate public speaker, great communicator, diplomatic customer service representative, sensible business acumen, astute project manager and an entrepreneurial spirit.

## Professional Experience

City of San Ramon

2016 - Current

Recreation Supervisor

*Responsible for Senior Center Facility Operations, Rentals, Staffing Supervision, and Large City Special Events*

Provide supervision and oversight for daily operations of 4 assigned community facilities and additional sites, staffing all facilities for continuous operations; recruit, train, supervise and evaluate full time and part time staff; prepare program area budgets and monitor the revenue and expenditures; set goals and objectives for program area and monitor fulfillment; review program area policy, and provide recommendations for improvement.

- Plan and Implement San Ramon Art and Wind Festival
  - A two-day 40,000-person festival
- Organize San Ramon Summer Concerts and Foreign Film Series
- Supervise 30 year-round part-time staff including their training, hiring, schedules, and necessary discipline
- Supervise 3 full time staff and their daily work flow
  - Assist the staff to meet their annual goals and providing evaluations
- Oversee 4 community centers schedules, including their daily operations, programs and rentals
  - Responsible for online picnic rental program
- Review and approve the 4 San Ramon Foundations Special Event proposals and applications
  - Provide all necessary support for approved events
- In Charge of daily operations of San Ramon Senior Center
- Senior Advisory Committee Staff Liaison
- Oversee and coordinate sponsorships for special events and Senior Center
- Supervise operations of 2 community gardens
- Planned inter division transition of 2 community fitness runs
- Oversaw largest private Cultural Special Event hosted by City of San Ramon
- Manage City Commemorative/Memorial program
- Evaluate program/facility goals and objectives and make recommendations
- Plan, Maintain and make budget recommendations
- Write and present staff reports to Commissions and City Council
- Onsite overview during renovation of Senior Center facility

City of San Ramon

2011 - 2016

Recreation Coordinator

*Responsible for Independent Contractors, Contract Classes and Camps, and Part Time Staff*

Planned, organized and provided supervision and oversight for assigned recreation activities, camps and classes; trained, and supervised full and part time staff; developed schedules; prepared program budget; conducted outreach and marketing with community groups.

- Oversaw and managed 60 Independent Contractors including their schedules, fees, payments and budget
  - Approximately 200 different camps and classes a year
    - Teen Centers, Summer camps, Youth Classes, Fitness Classes, 55+ classes, Active Membership

- Collaborated with San Ramon Unified School District to offer program at 12 different elementary school sites
- Plan, implement and execute two community runs in San Ramon
- Supervised 1 full time staff and 10 part time staff
- Created an all-day 2 site teen summer camp program
- Re-invigorated teen centers to full capacity at all 4 sites
- Teen Council Staff Advisor

**City of San Ramon**  
**Recreation Coordinator**

2006 - 2011

***Responsible for Senior, Adult, and Therapeutic Programs***

Planned and coordinated senior and therapeutic recreation programs, events and activities, including scheduling the activities temporary and volunteer staff; prepared program area budget.

- Managed the Senior Center and Community Garden for daily usage by public
- Oversaw and organized Senior programs, part time staff, volunteers, newsletter and website for Senior Center
  - Managed daily Contra Costa County food program at site
- Planned and Scheduled usage of Express Van Program, travel program and lunch program at the Senior Center
  - Initiated transition volunteer van program to MV Transit
- Created new series of programs, newsletter Therapeutic Programs
- Partnered with Special Olympics to offer 6 new sports programs in San Ramon
- Properly implemented the San Ramon Inclusion program
- Created the new Future Leader In Training program
- Increased community outreach amongst locally senior engaged organizations

**City of San Ramon**  
**Recreation Technician**

2005 - 2006

***Responsible for After School Enrichment Program***

Performed a variety of technical support related to recreation programs in the City of San Ramon, including coordinating the work of independent contractors.

- Expanded After School Enrichment program to all 11 San Ramon elementary schools
- Scheduled, promoted, and coordinated classes and summer camps with independent contractors
- Worked closely with San Ramon Unified School District
- Co-Authored successful application for Top 100 Communities in America for Young People

**The Greater Concord Chamber of Commerce**  
**Membership Services**

2004-2004

- Developed marketing strategies to increase membership, and maintain retention
- Created a local business workshop for start-ups and small businesses
- Increased brand recognition in community

**O.C. Jones and Sons, Inc.**  
**Estimator Assistant**

2002-2003

- Researched job data to be used in estimators bid
- Reviewed job submittals
- Compiled job data and submitted relevant research results to respective contractors and subcontractors

**Contra Costa County**  
Summer Street Worker Assistant

1998-2001

- Performed routine manual labor as a member of a street maintenance or clean-up crew
- Used various hand powered tools in the of assigned area of work such for patching pavement, pothole repair, crack seal, sign repair, cutting and clearing undergrowth from drainage channels and culverts
- Directed traffic by motioning with flag when construction work obstructs normal traffic routes  
Served as asphalt and chip seal ground crew member

**Education**

**California State University, East Bay**  
Specialized M.S. in Recreation Management

2006

**California State University, Chico**  
B.S. in Marketing

2002

**Boards and Committees Representative**

Alameda County Mosquito Abatement District Board of Trustee Member  
CPRS Aging Section President Elect  
California Parks and Recreation Society Member

- o Served as CPRS District 3 President in 2011

**Trainings**

Special District Leadership Academy  
LERN Certified Program Planner  
Professional Food Manager Certified  
Certified Lifeguard  
Youth Mental Health Aide Certified  
DMV Class B Passenger License

**Community Memberships Service**

Community Emergency Response Team (CERT) member  
Special Olympic Coach for Bocce Ball and Bowling  
Elected as Executive Vice President of Associated Student at CSU Chico

- o CSU Presidents Series with Mikhail Gorbachev
- o Referendum for Recreation Center
- o Rebranded Associated Students Logo

Elected as Graduate Student representative at Associated Students CSU East Bay

- o A.S. presenter series Michael Franti & Spearhead

Selected as Greek Man of the Year 2001

**Other**

Small Business Owner

- o Hold 3 design patents