



Parks Manager Employment Opportunity

Final Filing Date
September 21, 2017



The Community

Roseville, California (population 134,073) is a dynamic, growing city with friendly people, outstanding community services, scenic beauty and prosperous businesses. Roseville's moderate climate, excellent schools, expanding job opportunities and nearby recreation areas attract new residents who are looking for a great place to live, work, raise a family, or retire. Roseville is located in Placer County just 16 miles northeast of Sacramento, the state capital. Scenic natural areas, an extensive park system, bike trails and playgrounds are close to home. Within one hour, you can explore Gold Rush towns, enjoy water sports in nearby lakes and rivers, hike the beautiful Sierra foothills and ski the High Sierra. Lake Tahoe, San Francisco and the California coast are just two hours away.



The City

Roseville is a full service Charter City providing police, fire, library, parks and recreation, electric, solid waste and water/wastewater services. The City of Roseville provides a stable environment for both city staff and the community. The City's vision embraces fiscal health, the highest quality community services and organizations; a well-planned community; a strong community identity and sense of place; outstanding recreational opportunities; a healthy, safe and secure community; an information rich environment; an active, educated and involved citizenry; a learning organization, a learning community; and a high quality of life.

The Department

Parks, Recreation & Libraries' mission is to enhance lives and the community by providing exceptional experiences. Part of fulfilling our mission includes operating a variety of programs, services and facilities for the community. We currently maintain and operate the Roseville Sports Center, three libraries, 73 developed parks, 4,080 acres of open space and preserves, two golf courses, a community center, three swimming pool facilities, the Maidu Museum & Historic Site and 18 Adventure Club facilities.

The Division

Our vision is to be the leader in creating a healthy community through progressive, sustainable and memorable experiences. The Parks Division is an essential part of achieving this goal.

Currently, the Parks Division is composed of three sections (Park Planning and Development, Park Maintenance and Open Space) oversees design and construction of new parks, 43,000 street trees, 73 parks/facilities, 79 playgrounds, 41 ballfields, 58 soccer fields and 239 acres of streetscapes including 32 special districts. Parks oversight is accomplished through a blend of City staff and contract services. The Parks Division annual budget is \$13.5 million.

The Parks Division has a strong focus on environmental stewardship including urban forest management and efficient water use. Parks remaining safe, clean and green is another priority for the division as we have millions of visitors each year including a large number of visitors due to sports tourism.



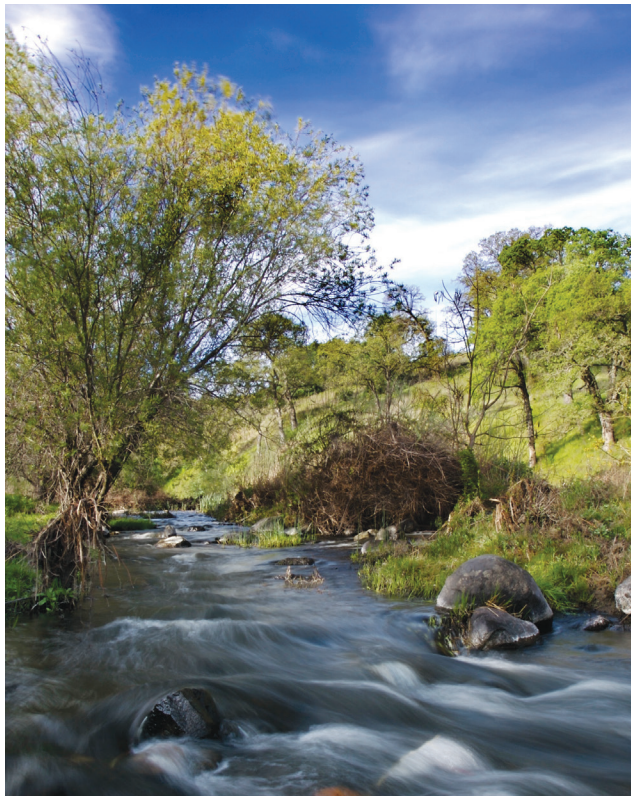
The Position

The role of the Parks Manager is to plan, organize, direct and coordinate the activities of the Parks Division including park operations and maintenance, open space, urban forestry, park planning and development. The Parks Manager coordinates work with other divisions and departments and provides highly complex staff assistance to the Parks, Recreation & Libraries Director.

The successful Parks Manager has proven skills in managing people, programs and budgets. The organization values trust, integrity, respect and excellence.

The Parks Manager coordinates Parks Division activities with other divisions and departments and provide highly complex staff assistance to the Parks, Recreation & Libraries Director. The Parks Manager is also responsible for:

- Assessing the organization, identifying opportunities for efficiency and fostering a culture of new ideas and innovation.
- Creating and implementing divisional goals, objectives, policies and procedures.
- Overseeing development activities including landscape architectural design, parks and streetscape construction and capital improvement projects including long range planning.
- Direct planning, design and development of new or expanded facilities such as swimming pools, ball fields and golf courses.



- Preparing and administering the budget and forecasting the additional funds needed for staffing, equipment, materials and supplies.
- Coaching and mentoring staff, providing training, sharing expectations and inspiring trust.
- Representing the division and department to outside agencies and organizations; participating in outside community and professional groups and committees; providing technical assistance as necessary.
- Researching and preparing technical and administrative reports; preparing written and email correspondence.
- Building and maintaining positive working relationships with co-workers, other employees, contractors and the public using principles of good customer service.

The successful Parks Manager candidate is a creative visionary who identifies opportunities to leverage available resources to get things done. The ideal candidate wants to be part of a dynamic leadership team, is willing to take risks and is energized by change.

For a complete job specification, please visit the City of Roseville's website at roseville.ca.us/jobs.

Education & Experience

The Parks Manager requires a Bachelor's degree from an accredited college or university, five (5) years of increasingly responsible experience in parks administration, including two (2) years of supervisory responsibility and possession of a valid California diver's license by date of appointment.

Salary & Benefits

- Salary: \$7,381 to \$9,891 monthly
- Retirement - 2% at 62 for new members of CalPERS; 2.7% at 55 for those with former CalPERS-qualified employment with a break in service less than six months
- Medical Contribution: \$1296 /month
- Flex Credit: \$168/month
- Paid holidays, vacation and sick leave
- Management leave
- 457 & 401A deferred compensation

Selection Process

All candidates meeting the minimum qualifications will have their application scored in a Formula Rate Examination. Scores from this evaluation will determine applicant ranking and placement on the Employment List. Supplemental questions will be utilized by the department hiring authority to make interview and selection determinations. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check, a pre-employment medical exam and a drug and alcohol screening test.

Supplemental Questions

1. Please identify the size/scope of your current organization and your position in the organizational structure.
2. Describe your experience directing and overseeing the development and administration of an annual operating budget for a full-service Parks and Recreation Department/Division. Please include your experience forecasting additional funds for staffing and equipment, along with monitoring and approving expenditures.
3. The Parks Manager oversees three divisions: Park Planning and Development, Park Maintenance and Open Space. What strategies would you look to implement to ensure harmony/synergy exists between all three?
4. Describe your experience working in collaboration with partners such as developers, neighborhood associations, school districts, business improvement districts and or industry partners related to parks.
5. What experience have you had in presenting as part of a public process? Please include experience with community workshops, council, commission and boards.

To Be Considered

If you are interested in this opportunity, please submit an online application and supplemental questionnaire at roseville.ca.us/jobs.

