



Stanislaus County



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"Gold's Beauty Through My Lens"

## Director of Parks and Recreation Apply by July 22, 2019

Interviews are tentatively scheduled for the  
week of August 5, 2019

**\$100,859.20 - \$151,278.40 Annually**

\* Annual salary includes the 3% increase effective July 6, 2019

The Stanislaus County Department of Parks and Recreation invites qualified candidates to apply for Director to fill a vacancy in the Department.

## **ABOUT THE COMMUNITY**

Stanislaus County is located in Central California within 90 minutes of the San Francisco Bay Area, the Silicon Valley, Sacramento, the Sierra Nevada Mountains and California's Central Coast. With an estimated 538,388 people calling this area home, the community reflects a region rich in diversity with a strong sense of community. Two of California's major north-south transportation routes (Interstate 5 and Highway 99) intersect the area and the County has quickly become one of the dominant logistics center locations on the west coast.

The County is home to a vibrant arts community with the world-class Gallo Center for the Arts, a symphony orchestra, and abundant visual and performing arts. Stanislaus County is a global center for agribusiness, positioned by its mild Mediterranean climate, rich soils and progressive farming practices.

The area is recognized internationally for agricultural innovation with wine, almonds, poultry, milk, cattle, and walnuts being some of the featured industries. The County is also home to Stanislaus State University, Modesto Junior College and benefits from satellite locations of other high-quality educational institutions. The County was established in 1854 and has a total land area of 1,515 square miles. Temperatures range from an average low of 38 degrees Fahrenheit in the winter to an average high of 85 degrees in the summer. Temperatures move up into the 90s during the summer months with low humidity and cool evening breezes from the San Joaquin Delta.

## **ABOUT THE DEPARTMENT**

Stanislaus County Parks and Recreation is responsible for planning, developing, operating, and maintaining parks, reservoirs, and county facilities throughout Stanislaus County. The goal of the department is to manage Parks and Recreation facilities in ways that will provide the best possible experience for people to enjoy the outdoors at the most reasonable cost.

The Department of Parks and Recreation maintains five regional parks, 12 neighborhood parks, 10 community parks, two off-highway vehicle parks, four cemeteries, two bridges, La Grange historical areas, five fishing access points along rivers and lakes, one swimming pool, one organized youth camp, numerous acres of open space and river bottom, including landscape/ground maintenance services and streetscape maintenance for various county services areas, county centers, libraries, landscape maintenance districts, and other governmental buildings in the unincorporated areas of the County. These facilities provide a vast array of recreational opportunities including, but not limited to, picnicking, sailing, power boating, water skiing, jet skiing, fishing, swimming, camping, hiking, hunting, and horseback and biking trails.

The Department consists of three divisions: Administration, Community Parks/Centers, and Regional Parks and is comprised of approximately 42 full-time employees

## **THE POSITION**

The Parks & Recreation Director is responsible for overall leadership and management of the Parks and Recreation Department, which encompasses over 6,000 acres of parks and open space. The Director manages, plans, organizes, directs and administers several regional, neighborhood, and community parks and county centers, fishing accesses, cemeteries, and other specialty locations. Plans, directs, and supervises the work of full- and part-time staff, manages the Department budgets, provides staff support to Boards, committees and commissions, facilitates the use of County parks; which include reservoirs, public pools, overnight camping and off-highway vehicle areas, coordinates assigned activities with other County Departments, outside organizations, and the general public.

The Director of Parks & Recreation is a Department Head position. This individual is responsible for the overall operation of the Department. This at will position is appointed by the Chief Executive Officer with concurrence of the Board of Supervisors and reports directly to the Assistant Executive Officer. This individual administers, directs and coordinates the activities of the department and carries out the objectives of the Board in delivering community infrastructure to benefit our residents and businesses.

## **THE IDEAL CANDIDATE**

The ideal candidate will be an innovative and collaborative leader with a strong work ethic; possessing strategic awareness and a sense of vision, cooperative spirit, excellent communication and interpersonal skills, and strong political and business acumen. The new Director will have an engaging management style with a successful track record of creating and implementing creative and non-traditional approaches to challenges while maintaining energy and enthusiasm within the department.

## **TYPICAL DUTIES AND RESPONSIBILITIES**

- Provide day-to-day leadership for department employees through communication and demonstration of the organization's Vision, Mission and Values;
- Advise the Board of Supervisors, Chief Executive Officer, and other departments on policy decisions, interpretation of statutes, ordinance development, and budget requirements for personnel and equipment relating to departmental functions;
- Determine department policies, perform short- and long-range planning activities, and set direction, goals, objectives and priorities for the Department;
- Prepare a variety of complex analytical and statistical reports and presentations;
- Respond to and resolve public inquiries and complaints;





**TYPICAL DUTIES AND RESPONSIBILITIES (continued)**

- Develop, prepare, and administer the Department budgets, including preparing cost estimates and justifications for budget recommendations, researching and recommending Capital Improvement Projects, and controlling and monitoring expenditures within the main budget units and the County Service Area (CSA) budgets;
- Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; makes revisions as needed;
- Direct studies to determine the needs of the County for parks and recreational areas;
- Make recommendations to and discuss plans for parks and recreational services with the Board of Supervisors, Park Commission and the Fish and Wildlife Committee;
- Represent the Department at the Tuolumne River Regional Park Commission meetings and provide corresponding staff support;
- Plan and direct the development of grounds, buildings and facilities for parks and recreational purposes and make necessary arrangements with other County officials and private contractors for construction and maintenance work;
- Implement the recently updated 20-year Parks Master Plan;
- Direct staff on the development, pursuit and utilization of grant funds;
- Direct staff on the marketing efforts necessary to attract, retain and expand events that utilize regional parks;
- Negotiate and administer contracts and permits for development and operation of park facilities, services and concessions, including Exclusive Use Agreements;
- Confer with officials of school districts, cities and other governmental agencies to develop maximum cooperation in meeting recreational program needs;
- Confer with civic and neighborhood groups regarding recreational activities;
- Keep abreast of technological and parks systems advancements;
- Set direction through the development of a strategic/business plan for the Department;
- Insure accountability for duties and projects assigned to managers and other staff;
- Oversee processes for recruitment, hiring, selection, evaluation, and discipline of employees;
- Review and develop reports and statistics for evaluation of department workload, accomplishments, and other departmental related issues;
- Consult with management and supervisory staff regarding the most difficult problems and coordinates finding of solutions;
- Create and implement employee recognition programs;
- Utilize internal/external customer surveys;
- Set and maintain standards for customer service including complaint resolution;
- Develop and deliver both written and oral reports before public bodies and community groups; and
- Perform other duties as required for the success of the Department.



## **Minimum Qualifications (Knowledge, Skills, Abilities, Education and Experience)**

### **KNOWLEDGE**

- Local, State, and Federal laws, ordinances, and regulations affecting parks and recreational programs;
- Principles and practices of park management and recreational programs;
- Current trends in park planning and park management;
- Principles of budgeting; fiscal administration, and management;
- Grants procedures and requirements;
- Objectives and organization of the Parks Department;
- Administrative principles and techniques including organization, control, and supervision;
- Public employment personnel practices including Equal Opportunity Employment, customer service principles and practices;
- Statistical methods used for management analysis; and
- Computer applications such as Microsoft Word, Microsoft Excel and Internet Explorer.

### **SKILLS/ABILITIES**

- Plan, organize and direct the work of a park and recreation program;
- Plan and direct the physical development and maintenance of park and recreation areas;
- Apply sound administrative judgement to complex organizational, budgetary, regulatory and personnel problems;
- Financially manage a large budget including expenditure control and revenue collection;
- Analyze, understand, and interpret complex laws and regulations and explain their application to others;
- Formulate and interpret policy and procedures;
- Establish and maintain effective working relationships with other officials, civic organizations, and members of the public;
- Communicate effectively orally and in writing by preparing and presenting reports, Board agenda items, grant applications, contracts and public presentations;
- Understand, prepare, and use statistical information in support of effective decision making;
- Partner and work with other agencies; and
- Maintain a safe and healthy work environment.

### **EDUCATION AND EXPERIENCE**

- Bachelor's degree from an accredited college or university in Business or Public Administration, Recreation, or closely related field; **AND**
- Five (5) years of professional experience in park management, facility management, construction, recreation management, or related field including at least two (2) years in a responsible supervisory role. Note: Master's degree in Public Administration, Business Administration, or Recreation may be substituted for one (1) year of the required experience.

In addition to the minimum qualifications, applicant screening will focus on the following desirable qualifications. Please list any of these qualifications you may have within the “Duties” section of the online application.

### **DESIRABLE QUALIFICATIONS**

- Master’s degree in Business or Public Administration, or Recreation; **OR**
- Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA).

### **COMPENSATION AND BENEFITS— Annual Salary \$97,905.60 - \$146,868.80**

The current salary range for this position is open with hiring dependent upon experience and qualifications. The County of Stanislaus provides a competitive and comprehensive benefits package for regular full-time County employees including:

- Excellent retirement benefits (2% at approximately age 61 formula);
- Medical, dental, vision, and basic term life insurance plans;
- County paid Deferred Compensation at 2% of base salary;
- Three weeks annual vacation upon entering County service;
- 32 additional vacation hours annually;
- 56 hours administrative/management leave per year (does not carry over);
- 96 hours of sick leave annually;
- 10 paid holidays annually;
- \$1200 annual Professional Development reimbursement;
- Car allowance;
- Moving allowance;
- Disability protection;
- Optional participation in Flexible Spending Account programs;
- Optional Supplemental Life & AD&D insurance plans;
- Employee Assistance Program; and
- Details upon request.



### **EQUAL EMPLOYMENT OPPORTUNITY**

The County of Stanislaus is an Equal Opportunity Employer. All qualified applicants are encouraged to submit online application(s) for open position(s).

Stanislaus County is committed to establishing and maintaining effective working relationships with the general public, co-workers, supervisors, and members of diverse cultural and linguistic backgrounds regardless of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, pregnancy related condition, marital status, gender/sex, sexual orientation, gender identity, gender expression, age (over 40), political affiliation or belief, or military or veteran status.

### **APPLICATION PROCEDURES/FINAL FILING DATE**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made on your qualifications.

#### **Resumes will not be accepted in lieu of a complete application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

### **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities or religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

<http://www.stancounty.com/personnel/pdf/ADATestingForm.pdf>

### **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment drug screening and job-related background investigation
- Perform job duties in a manner assuring a safe working environment for oneself and others
- Maintain confidential information according to the legal standards and/or County regulations as required

### **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

### **JOB TASK ANALYSIS INFORMATION**

The Job Task Analysis provides information detailing the physical and functional demands of the classification. For the complete job task analysis, visit the Risk Management website at <http://www.stancounty.com/riskmgmt/> under "Disability Management".

### **PUBLIC SERVICE LOAN FORGIVENESS PROGRAM**

Find out if you qualify for the AES Public Service Loan Forgiveness Program for full-time public sector employees (PSLF) by contacting (866) 706-5005; <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

### **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information, which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understandings, and such information prevails over information contained in this flyer. Questions regarding this announcement may be directed to the Stanislaus County Chief Executive Office/ Human Resources.





The County of Stanislaus and its employees embrace the Club Wellness Mission Statement.

The Mission of Club Wellness is to facilitate and encourage the “good health” of the county workforce. “Good health” is a state of complete physical, social and mental well-being, and not merely the absence of disease or infirmity; health is a resource for everyday life, not the object of living, and is a positive concept emphasizing social and personal resources as well as physical capabilities. The program seeks to increase awareness and knowledge of all employee benefits, nurture a team spirit and positive health behaviors, to motivate employees to adopt healthier habits and to provide opportunities and a supportive environment to create positive lifestyle changes.

For more information on Club Wellness go to [www.myclubwellness.com](http://www.myclubwellness.com)

