



The County of Placer, California
is seeking a highly skilled professional for the position of

Parks Administrator

(Classified Management)

Department of Public Works and Facilities



Annual salary: \$99,756 - \$121,243

Due to California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County.

This recruitment will be opened until filled

THE POSITION

The Parks Administrator position functions as a program manager in the Department of Public Works and Facilities. This position provides management of the Parks and Grounds Division staff, budget and contracts and is responsible to provide meaningful recreational opportunities for residents and visitors in Placer County. This position reports to a Deputy Director or other executive management staff and is expected to implement multiple complex programs including park master planning and project development; residential development fee program; and programs for park construction, maintenance, and operations.

The Parks and Ground Division partners with other recreation providers and community groups to further the common mission of programming and providing parkland. To achieve its goals, the Division is embarking on a Countywide Park Masterplan, evaluating contracted maintenance services, developing strategies to exceed water conservation targets, and planning for expansion of the rural multipurpose trail network. This Division is comprised of 24 funded positions, consisting of professional, technical, supervisory, maintenance and clerical staff and has an annual budget of \$4.6 million.

THE IDEAL CANDIDATE

The Department of Public Works and Facilities is looking for a candidate with experience and vision to provide leadership for the County's parks program and who possesses the following competencies, skills, experience or abilities:

- Skilled strategic, analytical and creative thinking
- Experienced in developing creative and alternative solutions to administrative and management challenges
- Possess a broad base of professional connections within the fields of recreation, planning, landscape architecture, and park operations and maintenance
- Experience in grant writing and grant administration
- Experience managing a fee program that ensures residential development projects mitigate recreational impacts
- Experience in park master planning
- Strong management, administration, and organizational development skills
- Experience in development of safety and injury prevention plans and computer maintenance management systems
- Possesses strong public speaking and presentation skills
- Self-directed
- Strong collaborative skills

A complete job description of the Parks Administrator is available on our website: jobsatplacercounty.com

MINIMUM QUALIFICATIONS

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Five years of increasingly responsible experience in park planning, design and development, including two years of supervisory responsibility.

Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture, parks and recreation, environmental design or a related field.

License or Certificate: May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

THE DEPARTMENT OF PUBLIC WORKS AND FACILITIES

The Department of Public Works and Facilities is a dynamic organization comprised of operating divisions including: Administration, Building Maintenance, Capital Improvements, Engineering and Transportation, Environmental Utilities, Fleet Operations, Museums, National Pollutant Discharge Elimination System, Parks and Grounds, Property Management, Road Maintenance, Transit and Tahoe Area Regional Transit. The department is currently staffed with a total of 365 funded positions and manages budgets totaling approximately \$265 million.

Through its Divisions, this position manages and administers a wide range of programs and operations to both internal county departments and external services to the public. These include garbage collection, disposal and recycling, and wastewater collection and treatment; cultural and recreational services through museums programs and active and passive park facilities; real property services; facility planning, design and construction; and building maintenance, repair and custodial services.

To learn more about the department, visit their website at: www.placer.ca.gov/departments/facility.

COUNTY GOVERNMENT

The County is governed by a five member Board of Supervisors elected to four-year terms by voters within their respective districts. The governing structure is six elected officials and the remaining non-elected department heads reporting to David Boesch, County Executive Officer.

The County has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and Board of Supervisors. The County Executive Office continues to monitor the ever-changing fiscal climate, review best practices, and consistently refine and develop county policies and procedures to meet identified needs while achieving efficiencies and ensuring that constituents continue to receive quality services.



The Board continues to actively provide policy direction and leadership, identify additional areas for cost savings, and explore public service delivery options to achieve a balanced budget while providing high quality services to the public. The final budget for FY 2015/16 is \$816.7 million with a current staff of approximately 2,578.

AN AWARD-WINNING ORGANIZATION

This is an extraordinary career opportunity to join a progressive and innovative County located in scenic Northern California. Placer County is an award-winning organization which includes the following achievements:

Administrative Services – Procurement – Achievement of Excellence in Procurement award has been received for 13 consecutive years, and is one of only 49 agencies in California and one of only 47 counties in the US and Canada to receive the award for 2015.

Auditor-Controller Department - Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for 14 consecutive years.

Community Development Resource Agency – The 2002 Governor’s Environmental and Economic Leadership Award – Placer Legacy Open Space and Agricultural Conservation Program.

Child Support Services - 2015 Most Improved Child Support Program Award from the Western Interstate Child Support Enforcement Council.

Health and Human Services – five National Association of Counties (NACo) 2015 Achievement awards which includes the following categories;

Children System of Care (CSOC) Youth Diversion-Crisis Resolution Center

Adult System of Care (ASOC) Mobile Crisis Triage Program

Human Services Help to Hire

Human Services Telephonic Signature

Human Services Medi-Cal Inmate Eligibility Program

A RICH HISTORY

Placer County’s 150-year history began with the discovery of gold in 1848. In fact, the County took its name from the Spanish word for sand or gravel deposits that contain gold. The railroad has also been a major part of Placer County’s rich history. Many towns had their beginnings in mining and evolved over the years into ranching, farming, and timber communities and many became recreational destinations.

Placer County’s strong growth and level of economic development activity in more recent times can be attributed to the relocation of high tech firms to the region in the beginning of the 1980’s, the low cost of housing relative to Bay Area prices, and the diversity of recreational opportunities in the Tahoe/Sierra area. The interest

shown by new and expanding businesses in the County and region has developed a demand for an expansion of residential and commercial land uses.

LIVING IN PLACER COUNTY

Breath-taking scenery, a rich history, year-round recreation – and Lake Tahoe – need we say more? Those are just a few of the reasons more than 367,000 people call Placer County home and hundreds of thousands more come to visit us each year. Our territory stretches from the Sacramento Valley all the way to North Lake Tahoe. We are consistently ranked 1st in California counties for our quality of life, and 2nd healthiest county in California – but we’re determined to get to first there, as well! We boast the best schools, the best outdoor recreation, and the most beautiful views you’ll find anywhere, but we also are home to amazing art, award-winning wines and agriculture, and have a tremendously strong heritage as the home of California’s Gold Country. It’s a way of life we call the Placer Life.

Today, Placer County represents a rapidly growing and prosperous community characterized by a healthy and mature economy and an attractive business environment. Placer County is well known for excellent, award winning elementary, middle and high schools and is home to Sierra College and William Jessup University. Plans are also underway for two additional universities to develop in the western part of the county.

Placer County offers a range of housing including multi-family, small lot suburban and urban residential projects, ranchettes, larger rural residential properties and extensive farmlands with a mix of farming and ranching opportunities. Many retirees also call Placer County their home because of the cost of housing, the quality of life and the exceptional recreational activities services that are available.

Placer County is part of the greater Sacramento Area, which also includes the counties of El Dorado, Sacramento, Sutter, Yolo, Nevada and Yuba. The government center is located in the City of Auburn, in the foothills, and is well positioned 30 miles northeast of Sacramento, the state capital. San Francisco and the Bay Area are an easy 90 mile drive, or reachable via Amtrak, with stations in Auburn, Rocklin and Roseville. Lake Tahoe is also just a short 90 minute drive from the western-most points of the county.

In recent years, a number of vineyards, wineries and breweries have expanded throughout the county, increasing the intrigue of Placer as a tourist destination. The Farm-to-Fork movement is alive and well in Placer County with numerous farmer’s markets, restaurants and businesses selling PlacerGROWN © meats, fruits and vegetables. In addition to the local agricultural industry, the world-renowned wine growing areas of Shenandoah, Napa and Sonoma Valleys are about an hour away from the county seat in Auburn.

Outdoor recreation activities in Placer County are abundant all year long and range from hiking, biking, horseback riding, to rafting on the American and Truckee Rivers, to snowshoeing and skiing in the Sierra Nevada Mountains; including Squaw Valley, home to the 1960 Winter Olympic Games. The county is home to internationally famous endurance races including the Tevis Cup, the Western States 100-Mile Endurance Run, and the Ironman Triathlon at Lake Tahoe.



The County encompasses 1,506 sq. miles (including 82 sq. miles of water) or 964,140 acres (including 52,780 acres of water) and is located 80 miles northeast of San Francisco. Total population is approximately 367,000 people in both the unincorporated and incorporated (Auburn, Colfax, Lincoln, Loomis, Rocklin, and Roseville) areas of the county. It is bordered by Nevada County to the north, the state of Nevada to the east, El Dorado and Sacramento Counties to the south, and Sutter and Yuba counties to the west.

To learn more about Placer County click www.visitplacer.com

COMPENSATION AND BENEFITS

Salary: The monthly salary range for this unclassified management position is \$8,313 - \$10,103 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step.

Bereavement Leave: May use up to five days of sick leave.

Cafeteria Plan: Management employees receive \$2,100 per year, which can be used for a contribution into a 401(k), dependent care, medical co-insurance or cash.

Deferred Compensation: Voluntary 457 and 401(k) are available through payroll deduction. The County matches employee contributions to a 401(k) \$1 for every \$4, to a maximum of \$750/yr.

Education Allowance: Tuition reimbursement available for approved classes up to a maximum of \$1,200 per year.

Health Insurance: The County of Placer provides Medical, Dental and Vision insurance for its employees and their dependents. **MEDICAL:** Several medical plans are offered through CalPERS, including HMO and PPO plans. The County pays 80% of the selected plan's total premium. **DENTAL AND VISION:** The County pays the full premium for the employee; the employee pays the premium for dependents. Specific costs for individual plans and coverage options can be found by clicking on the following link: [Benefits](#)

Holidays: 13 days a year

Life Insurance: \$50,000 coverage, employer paid.

Management/Admin. Leave: Hired or promoted on or after December 14, 2013, 100 hours per year.

Retiree Medical: Employee must have 10 years PERS service credit with 5 years with Placer County to receive 50% of the County contribution paid medical with an additional 5% for each additional year.

Retirement: Placer County pension plans are administered by the California Public Employees Retirement System (CalPERS). Employees that are considered Classic under CalPERS have a pension formula of 2.0% @ 55 and those who fall under PEPRA a pension formula of 2.0% @ 62. The formula placed upon hire is dependent upon hire date and CalPERS membership date. Please visit www.calpers.ca.gov for more information about determining Classic versus PEPRA designation as well and compensation limits set forth each year by CalPERS. Both the employer and employee contribute 6.2% into Social Security and 1.45% into Medicare.

For questions regarding employee and employer CalPERS pension contribution amounts, please contact the Department of Human Resources.

Sick Leave: 12 days per year unlimited accrual.

Special Assignment/Additional Pay: Additional 5% bilingual pay. Longevity pay of an additional 5% after 5 years at Step 5.

Vacation: Vacation time: 0 - 2 years = 10 days, 3 - 4 years = 12 days, 5 - 9 = 15 days, 10 - 19 years = 20 days and 20 or more years = 25 days. Maximum accrual 520 hours.

APPLICATION PROCESS

To be considered for this excellent career opportunity, please submit a completed application for employment via the County's website at www.jobsatplacercounty.com. This recruitment will be open until filled.

Appointment to this position will be contingent upon successful completion of a post-offer Pre-Employment background investigation, including fingerprint clearance, and physical examination.

EMPLOYEES OF OTHER PUBLIC AGENCIES

Placer County now offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and referred as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please visit our website at:

www.jobaps.com/placer/sup/abfreenames.asp.

SELECTION PROCESS

Applicants must complete and submit with the online application a supplemental questionnaire. After screening to the Minimum Qualifications, responses to the supplemental questionnaire are scored and ranked based. Applicants in the top five ranks are certified to the Department of Public Works and Facilities for consideration and the most qualified applicants based on application materials will be contacted for a hiring interview.

NOTE: This is a continuous recruitment that will remain open until filled. To be considered for the first applicant screening, please submit your online application and supplemental questionnaire by Tuesday, December 29, 2015 at 5 PM. Applications received after this date will be screened weekly until the position is filled.



DEPARTMENT OF HUMAN RESOURCES

Equal Opportunity Employer
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Auburn CA 95603
Main Telephone: (530) 889-4060

www.placer.ca.gov/Departments/Personnel.aspx

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance.