



# San Joaquin County is recruiting for:

# PARKS ADMINISTRATOR

## THE POSITION

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The Parks Administrator is responsible for directing and managing the administrative, service-related and operational activities of the Parks Division of the General Services Department. An incumbent in this senior management position is responsible for organizing and staffing the full spectrum of County Park services and activities, including community and visitor services, park maintenance, and park development. This position has broad administrative responsibility for short and long-range strategic planning, policy and procedure development and implementation, and budgetary control.

## THE IDEAL CANDIDATE

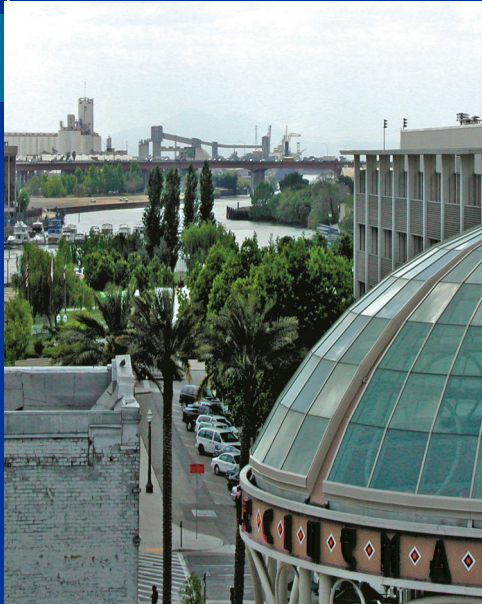
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The ideal candidate will possess knowledge of the principles, practices and objectives of public park management including effective organization, administration, and fiscal management. The ideal candidate will demonstrate strong leadership abilities in supervising and managing staff, possess excellent public speaking skills, and demonstrate strong communication skills supporting inter-agency relations, executive and management staff and the community we serve.

## THE DEPARTMENT

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The Parks and Recreation Department is responsible for the development and maintenance of all regional, community and neighborhood parks and facilities in San Joaquin County. Our mission and goal is to provide a quality experience to every park visitor. The Department has an operating budget of \$5.3 million for the 2018-2019 fiscal year and employs 36 full time employees and 15 part time employees.



**Exempt Recruitment  
Announcement**

**1018-EC2202-EX**



**Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, CA 95202**



A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all.

San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun.

Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## ARTS, CULTURE, AND RECREATION

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and an historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



## AGRICULTURE

San Joaquin County is one of the most agriculturally rich regions in California. There are 517,900 acres dedicated to irrigated farmland. The county is the number one producer of walnuts and cherries in the state. In recent years, one of the leading crops in the county has been wine grapes, and wineries and vineyards have sprung up from Stockton to Lodi.



## EDUCATION

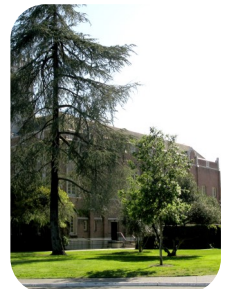
From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus - Stockton Center, Humphreys College and Law School, National

University and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The county's 17 school districts provide families with a wide choice for children's educational development.

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Make San Joaquin County your new home. Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi.

San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.





# PARKS ADMINISTRATOR

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### COMPENSATION PACKAGE

**Annual Base Salary: \$92,497—\$112,444**

In addition to the base salary, the County offers;

- ◆ Cafeteria Plan in the amount of \$2,001.91 monthly (\$24,022.96 annual amount) which is considered the employer's benefit contribution used to purchase medical, dental and vision coverage. Unused monies are included in salary.
- ◆ A 2% employer contribution to the County's 457 Deferred Compensation Plan (\$1,850- \$2,249).
- ◆ Vacation cash-out up to 8 days annually (\$2,846 - \$3,460).
- ◆ 1937 Act Retirement plan with reciprocity with CALPERS.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 15 days of vacation leave (20 days after 10 years and 23 days after 20 years).
- ◆ 14 paid holidays.
- ◆ 10 days administrative leave per year.

For further information regarding benefits, please access the County's benefits website at:

**[www.sjgov.org/departments/hr/benefits](http://www.sjgov.org/departments/hr/benefits)**

### DESIRABLE QUALIFICATIONS

**Education:** Graduation from an accredited university with a master's degree in park management, landscape architecture, public administration, business administration, or closely related field.

**Experience:** Five years of progressively responsible managerial experience, preferably in a public agency setting, including two years of park management that included responsibility for directing and overseeing visitor services, facilities management, and operational activities.

**Required Qualification** Possession of a valid California driver's license.

*This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions in San Joaquin County are at-will and not governed by the Civil Service Rules.*

### APPLICATION AND SELECTION

Completed application package must include supplemental application and is to be submitted to the Human Resources Division.

**Final Filing Date: November 16, 2018**

**Apply online at [www.sjgov.org/departments/hr](http://www.sjgov.org/departments/hr)**

Applications may be submitted to:

San Joaquin County Human Resources  
Attn: Kathy Parker  
44 N. San Joaquin Street, Suite 330  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in screening interviews. Final candidates will be interviewed by the Director of General Services. Final appointment will be conditional upon passing the pre-employment drug screen and background check process.



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### SUPPLEMENTAL QUESTIONS

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Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. When answering the questions below related to your experience, please provide a detailed description that includes **the name of your employer, your dates of employment, and your job title.** These questions will be reviewed in evaluating your qualifications.

1. Provide an overview of your senior level administrative or management experience overseeing park operations in a public agency setting.
2. Provide your experience in managing staff in the following areas: scheduling coverage over multiple areas, leave of absence, informal and formal disciplines, and performance improvement.
3. Describe your leadership experience managing staff in park programs, such as managing park visitor services, park facilities management and operational activities. Include the number of employees you supervised, their job titles and the scope of your program responsibilities, including a detailed description of your duties.
4. Describe your budget experience, including the size and complexity of the budget, and your level of participation in the process.
5. Describe your experience with short and long-range innovative strategic planning and implementation processes.
6. Describe your experience writing policies and procedures.