



THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

## PARKS AND RECREATION MANAGER

\$82,475 - \$113,691 per year

*The Vision Statement of the City of Rocklin is to  
become a city that provides its citizens with  
exceptional quality of life while maintaining its small  
town sense of community.*

[APPLY HERE](#)



**Application Deadline:**  
**Open until filled**  
**(First review of applications**  
**Friday, February 14, 2020)**

### CAREER OPPORTUNITY

The City of Rocklin is accepting applications for a Parks and Recreation Manager. Under general direction from the Director of Parks and Recreation, the incumbent manages, directs, plans, develops and evaluates one or more of the department's major program areas including park services, recreation, venue rentals and special events; develops, implements and evaluates department and division plans, policies, and procedures to achieve annual goals and objectives; develops and monitors division budgets; manages, supervises, and coordinates the personnel and activities within assigned areas; provides highly complex assistance to the Director; ensures programs, events and activities are in compliance with federal, state and local mandates; performs related duties as assigned.

This is a management level classification with overall responsibility for managing all program activities within assigned areas; such as park planning and maintenance, special events and event tourism, recreation and sports programs, and facility and venue rentals. Incumbents are expected to carry out the full realm of duties within their assigned function with limited supervision, utilizing initiative and exercising independent judgment.



## COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest Cities in California. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

## ROCKLIN PARKS

Rocklin has 37 parks, offering nearly every resident the ability to enjoy a park less than a half mile from their home. Quarry Park Amphitheater opened in 2016 and has hosted numerous concerts and other events in a beautiful picturesque outdoor setting. In 2018, Quarry Park Adventures the nation's only adventure park built within and atop a former rock quarry opened to the public. This privately operated, City-owned adventure park offers zip lines, climbing walls, a via ferrata, Kidz Kove, and paddle boats, where people can zip, soar, and climb. The Department of Parks and Recreation also offers traditional sports and arts programs, coordinates special events, and manages the operation of the Rocklin Events Center a popular venue for weddings, business conferences and social events.

## TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



## SALARY AND BENEFITS

### ■ Salary Range

**\$82,475 - \$113,691 per year**

### ■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees.

### ■ Dental and Vision

City-paid for employee and dependents

### ■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Management: 40 hours per fiscal year

Holidays: 10 paid holidays per year

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

### ■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

### ■ Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: coverage is 60% of monthly salary up to \$6,000/month.

## MINIMUM QUALIFICATIONS

*Any combination of education and experience that provides the knowledge, skills and abilities may be qualifying. A typical way of gaining the knowledge and skills outlined below is:*

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in Public and/or Business Administration, Recreation Administration, Landscape Architecture or Horticulture, or a related field,

### AND

- Five (5) years of increasingly responsible local government experience in recreation or public administration, parks or landscape maintenance or a related field, including at least two (2) years of supervisory experience.

## LICENSE REQUIREMENTS

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

## ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

*Duties may include, but are not limited to the following:*

- Manages, directs, plans, develops, promotes, and evaluates one or more of the City's major park service, recreation, venue rental, and special event programs.
- Plans and manages the Park Capital Improvement Program; manages land acquisitions, conducts inventory and performs historic analysis; assists with the development of design standards, initial development plans and design documents.
- Develops long-term plans for City parks which respond to diverse neighborhood needs and incorporate the historic context of each park in order to provide a vision for future park improvements.
- Develops, implements, and monitors goals, objectives, policies, and priorities for designated program areas reflective of the community's needs and the City's and Department's overall goals, policies, and ordinances; ensures compliance with applicable governing rules, regulations, and guidelines.
- Identifies, eliminates, and/or minimizes solution, project, and business risk; confers with team members to articulate, compare, and implement solutions and alternative approaches based upon project management principles; performs activities to enhance customer satisfaction and financial baseline of the project; exercises accountability for project results as committed; interfaces directly with the management staff of client departments.
- ***The [Full Job Description](http://www.rocklin.ca.us) is available on the City's website [www.rocklin.ca.us](http://www.rocklin.ca.us)***

[Click here to view  
Benefits Summary](#)

THE CITY OF ROCKLIN IS AN EQUAL OPPORTUNITY EMPLOYER

## SUPPLEMENTAL QUESTIONNAIRE

1. After reviewing the minimum qualifications, describe how your education and training qualifies you for this position.
2. Describe your local government experience in parks or landscape maintenance, park planning, project management or a related field.

### APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. [Electronic submittals](#) are preferred.

*City of Rocklin-Human Resources Dept.*

*2<sup>nd</sup> Floor City Hall*

*3970 Rocklin Road,*

*Rocklin, CA 95677*

*Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line (916) 625-5060*

### SELECTION PROCESS

The recruitment will be open until filled. Applications will be screened, and interviews will be conducted during the recruitment period. **The first review of applications will be February, 14, 2020.** Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a live scan clearance. All applicants will be notified by e-mail following application review.

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