

Parks Superintendent

Employment Opportunity



Final Filing Date:

May 27, 2014 at 5:00pm
or after first 50 qualified applicants

Tentative Interview Dates:

June 24, 2014



The Community

The City of Roseville, California (population 123,514) 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 Organization

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

The Parks, Recreation & Libraries Department's 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 also currently maintain and operate the Roseville Sports Center, the Maidu Community Center, three libraries, sixty-nine developed parks, over 5,000 acres of open space, two golf courses, three swimming pool facilities, the Maidu Museum & Historic Site and seventeen Adventure Club Child Care 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 oversees 70 parks and facilities, 230 acres of streetscapes plus maintenance at 2 golf courses, resulting in a \$10.5 million budget. This is accomplished through a combination of full-time, part-time and contract partners.



Parks Superintendent

About the Position

The Parks Superintendent will:

- Plan, organize and direct a variety of activities including park and tree maintenance and golf course maintenance; to coordinate section activities with other divisions and departments; and to provide highly responsible technical support to the Parks, Recreation and Libraries Director.
- Recommend and implement section goals and objectives; establish performance standards and methods for a variety of parks and tree maintenance and operations activities; develop and implement policies and procedures.
- Plan, develop and oversee a variety of parks activities including the maintenance of parks and golf courses, the development and implementation of joint use agreements, and the oversight of contractors.
- Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditures.
- Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures and directed.
- Oversee the maintenance of City parks and related facilities, including maintenance of swimming pools, ball fields, golf courses and grounds/gardening/landscaping activities.
- Prepare requests for proposals, contracts and service agreements including specification preparation; negotiate and administer contracts and oversee projects from inception to completion; inspect the work of contractors to ensure City standards are met.
- Coordinate with Park Development on projects and renovations, including plan review and the development of construction standards.
- Research and prepare technical and administrative reports; prepare written correspondence.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service

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



Education and Experience

The Parks Superintendent will possess a Bachelor's degree from an accredited college or university. Five (5) years of increasingly responsible experience in parks maintenance, including two (2) years of supervisory experience.

Certified Arborist desirable. Certified Parks and Recreation Professional desirable. Possession of, or ability to obtain, a valid California driver's license is required.

Salary and Benefits

Parks Superintendent: \$79,841 - \$106,994 annually
1.5% salary increase scheduled for July 1, 2014

The City also offers a competitive benefits package including the following:

- 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: \$1248/month
- Flex Credit: \$168/month
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Management Leave



Supplemental Questions

Answers are limited to one page per question.

- Discuss in detail your experience in the Parks and Recreation field. Please identify the size of your current organization and the number of Recreation Centers; Aquatic Centers, Parks, etc. (Also, identify any specialized facilities such as baseball fields, skate parks, senior centers, etc.)
- Please explain the concept of a Maintenance Management Plan in reference to park operations, and list and describe the essential components.
- Please describe your experience managing budgets. What strategies would you use for forecasting needs and ensuring fiscal accountability in your direct reports?
- As a Park Superintendent one of your roles will be to create and manage new programs. Please explain in detail your program development sequence, and how you have used it in your career.
- Please explain what you feel the primary roles of a municipal maintenance manager are.

Selection Process

Applications and supplemental responses will be reviewed and those candidates most closely meeting the needs of the position will be invited to an oral interview exam (weighted 100%). Final appointment is contingent upon a check of past employment references, passing a City-paid pre-employment medical exam, a drug and alcohol screening test and fingerprint check.

To Be Considered

If you are interested in this outstanding opportunity, please submit a City application and supplemental questionnaire to: www.roseville.ca.us/jobs. **It is mandatory that you complete the supplemental questionnaire.** All notification for this position will be done through email.

Human Resources Department

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