



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Park Manager

An Equal Opportunity Employer

SALARY

\$47.51 - \$57.75 Hourly \$3,813.81 - \$4,635.81 Biweekly \$8,263.26 - \$10,044.27 Monthly
\$99,159.07 - \$120,531.18 Annually

OPENING DATE: 08/21/17

CLOSING DATE: 09/18/17

THE POSITION

Sonoma County Regional Parks Seeks an Experienced Professional to be the next Park Manager!

To view the recruitment brochure, please click [here](#).

Starting Salary up to \$10,044/Mo. (\$120,531/Yr.) + a Cash Allowance of approximately \$600/Mo.*

(Salary is negotiable commensurate with experience, salary history, and requirements.)

Working at the County provides a variety of work and training opportunities, camaraderie, and you can look forward to benefits*, including:

- An Annual Staff Development/Wellness Benefit Allowance of \$1,500
- Competitive vacation and sick leave accruals, and 11 paid holidays per year
- County paid premium contribution to several health plan options
- Retirement is fully integrated with Social Security. With the recent pension reform, new employees as defined and eligible will receive a 2.5% at 67 formula, or for those individuals who meet certain criteria, including establishing reciprocity eligibility pursuant to PEPRA, will receive 3% at 60

*Benefits described herein do not represent a contract and may be changed without notice.

When you join the County of Sonoma, you have the freedom to explore your career and the beauty of our county. Please visit www.sonomacountyconnections.org and www.santarosachamber.com for additional information about our picturesque coastline, majestic redwoods, historic towns, fine dining, award winning wineries, and the variety of entertainment and cultural activities.

The Park Manager Position

Under general direction of the Deputy Director, the Park Manager oversees the daily operations of the County's 56 parks. The Park Manager has eight direct reports including an Assistant Park Manager, four Supervising Park Rangers, and three Maintenance Supervisors; and oversight for Park Rangers, Parks and Grounds Maintenance Workers, a Project Specialist and Volunteer Coordinator, and approximately 80 seasonal staff. The Park Manager has administrative responsibility over all park law enforcement activities, and supervises and coordinates maintenance efforts at all park sites, historical buildings, and coastal access trails. This position is also responsible for preparing and managing an annual budget in excess of \$14 million, and tracking and monitoring revenues, while developing revenue enhancement strategies. Additionally, the Park Manager is a member of the Department's management team which works collaboratively on Department communications and outreach in order to create solutions that ensure public safety and enjoyment of park facilities, while promoting Sonoma County park lands.

The Ideal Candidate

The ideal Park Manager candidate will have personal and professional integrity, be highly organized, possess excellent communication and interpersonal skills, approach their work with enthusiasm, and demonstrate a strong commitment to customer service. This individual is a capable leader and manager of staff, who possesses a depth of supervisory and leadership experience that includes team building, coaching, and employee development. The ideal candidate will have budget and project management experience, along with an awareness of the many environmental, political, economic, and social variables that affect park and natural resource operations and management. Additionally, the ideal candidate will possess:

- Expertise in current natural resources management best practices, procedures, and regulations
- In-depth knowledge of parks, open space preserves, campgrounds, aquatic facilities, and their related maintenance
- Extensive experience overseeing public safety programs and staff to include park rangers who also function as peace officers, emergency medical technicians, and visitor service providers
- Experience with park design, park revenue models, and labor relations principles
- Demonstrated experience developing park business plans, and creating metrics to measure for success
- A proven capacity to maintain positive working relations with diverse communities and a diverse workforce

The Regional Parks Department

The Regional Parks Department manages the County's renowned system of regional and community parks, from redwood forests to coastal prairies and beaches. These facilities host over 5 million visitors annually and include: three regional recreation areas, thirteen open space parks and preserves, four paved and four multi-use trails, seven community/neighborhood parks, nine river access parks, five campgrounds, and two marinas. It is the mission of Sonoma County Regional Parks to create healthy communities and contribute to the economic vitality of Sonoma County by acquiring, developing, managing, and maintaining parks and trails countywide. Sonoma County is a globally significant "hotspot" for biodiversity. Regional Parks is responsible for preserving irreplaceable natural and cultural resources, and offering opportunities for recreation and education to enhance the quality of life and well-being of residents and visitors to Sonoma County.

The Department employs 82 permanent staff and has an operating budget of approximately \$22.4 million. 20% of the budget comes from the County general fund, the remaining balance is from rents, concessions, charges for services, internal reimbursements and gasoline sales, transient occupancy, and other fees. The Department's budget is divided into four divisions, Operations and Maintenance, Planning & Acquisition, Administrative Services, and Community Engagement.

For additional information about Regional Parks, please visit: <http://parks.sonomacounty.ca.gov>

The County of Sonoma

Sonoma County offers a rare and compelling array of scenic, recreational, and geographic characteristics – including over 200 award-winning wineries, inspiring coastline and beaches, the Russian River, and majestic redwoods. The County encompasses over one million acres of land and water, rich with agriculture, parks, campsites, lakes, and open space. Sonoma County is also home to a wide variety of art and music festivals, farmers' markets, and concert venues. Local schools continually rank high on California's Academic Performance Index. Santa Rosa Junior College and Sonoma State University offer higher education opportunities.

Sonoma is a general law county, governed by a five-member Board of Supervisors. The Board is fully committed to a mission and vision that values high quality services to support and enrich the community, strong leadership, engaged citizen participation, transparency and accuracy in information, and efficient and fiscally sustainable government. The County Administrator leads a team of dedicated department heads who work collaboratively to address and strategically

prepare for County initiatives and challenges. Sonoma County encompasses 1,600 square miles and is home to approximately 500,000 residents. The County has 28 departments, agencies, and special districts and employs over 4,000 regular employees with an annual budget of approximately \$1.6 billion for fiscal year 2017-2018.

IMPORTANT DATES:

ORAL INTERVIEWS ARE TENTATIVELY SCHEDULED FOR
Tuesday, October 10, 2017

DEPARTMENT INTERVIEWS ARE TENTATIVELY SCHEDULED FOR
Wednesday, October 11, 2017

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Academic course work which directly relates to the knowledge and abilities listed. Normally, courses would include park management, forestry, natural resources, planning, design, recreation or closely related field.

Experience: Any combination of training and experience which directly relates to the knowledge and abilities listed. Normally, four years of experience in supervision of park operations staff and four years of experience in park management or administrative management would provide such opportunity. License: Possession of valid Class C driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: general principles of park administration, such as fee collection, park patrol, park law enforcement, park interpretation, horticulture, forestry and natural resources; of county park rules, regulations, laws and ordinances; and modern personnel and financial administration, and management practices and procedures.

Working knowledge of: State Fish and Game rules, regulations and laws; the operation of an aquatics program; public purchasing and requisition practices and procedures; park planning and design theory; recreational programs; and marina operations and laws governing their operation.

Ability to: determine work priorities and effectively coordinate and schedule the necessary personnel and equipment; perform complex arithmetic calculations in detailing budget requests and estimating various costs, and effectively manage the divisions budget; deal effectively and tactfully with the public, county employees and private businesses; effectively train, manage, coordinate and direct the activities of subordinate personnel; develop and update county park rules and regulations, and employee training and performance evaluation programs; speak clearly and concisely before groups and audiences; prepare written reports; read and interpret illustrative construction and design drawings; and detect safety hazards and recommend corrective action.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all your employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be used in assessing minimum qualifications. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient.

The selection procedure will consist of the following examination(s):

1. An **Application & Supplemental Questionnaire Appraisal Examination** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities, which relate to this position to ensure satisfaction of the minimum qualification for this position. This process will determine the most qualified candidates that will move forward in the selection process.
2. If a significant number of qualified applications is received, an **Oral Interview Examination** (weight 100%) will be conducted. Only the most suitably qualified applicants from the **Application & Supplemental Questionnaire Appraisal** will be invited to an **Oral Interview Examination**. Candidate's related knowledge, skills, and abilities will be evaluated in the **Oral Interview Examination**. **APPLICANTS MUST PASS THE ORAL INTERVIEW EXAMINATION WITH A SCORE OF 70% OR HIGHER, AS ESTABLISHED BY THE PASS POINT, TO BE PLACED ON THE EMPLOYMENT LIST.**

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ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK
 HR Technician: NC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
 OR
 575 Administration Drive, Suite 116B,
 Santa Rosa, CA 95403

EXAM #17/08-1267-O
 PARK MANAGER
 AK

Park Manager Supplemental Questionnaire

- * 1. Please describe how you meet the minimum qualifications for this position. Include in your response any formal education you may have, as well as experience performing park management and administrative responsibilities.
- * 2. Please describe your experience supervising staff. Specify the number of staff and types of positions you supervised (e.g., clerical, professional) and detail the scope of your supervisory responsibilities (i.e., hiring, training and development, and performance management, etc.).
- * 3. Describe your experience developing and monitoring operational and program budgets. Include in your response, the size of budgets for which you were responsible and describe the scope of your responsibility (i.e. forecasting, budget requests, purchasing, etc.).
- * 4. Please describe your experience developing a park business plan. Detail one plan that best illustrates your level of expertise and include a description of the plan, the steps you took through the process, and the outcome of the park business plan.
- * 5. Describe your experience overseeing public safety programs and staff who function as peace officers.
- * 6. How did you first learn about this opportunity?
 - Alliance for Innovation
 - American Planning Association
 - Association of Bay Area Governments
 - Bay Area Open Space Council
 - Brochure Mailing
 - California City News
 - California Park and Recreation Society
 - California State Association of Counties
 - CalJobs
 - College or University
 - Conservation Jobs
 - Craigslist
 - Email Announcement
 - Employee of Sonoma County
 - Facebook
 - GovernmentJobs.com
 - Hispanic Chamber of Commerce of Sonoma County
 - Indeed

- Job Fair
- La Voz
- Latino Service Providers
- Minority Organization or Group
- Monster
- Municipal Management Association of Northern California
- National Association of Counties
- National Recreation and Parks Association
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office
- Western Cities
- Women's Organization or Group
- Other Internet Site
- Other Publication

* Required Question