



6826 HAZEL AVENUE
ORANGEVALE CA 95662
916.988.4373
INFO@OVPARKS.COM

JOB ANNOUNCEMENT

FINAL FILING DEADLINE: OCTOBER 23, 2023, 5:00 PM

POSITION: DISTRICT ADMINISTRATOR

DESIGNATION: Full-time

HOURS: 40 hours a week - Exempt

SALARY: \$8,351 - \$10,658/mo. or \$100,214 - \$127,902/yr. DOE
10, 15, and 20 year longevity scale step increases

BENEFITS: Health

Full Employee & 75% Dependents

Choice of Kaiser, Western Health Advantage, or Sutter

Delta Dental - District pays 100% of Employee and Dependents

Life Insurance - Paid by District for this position.

Vacation

Vacation is accrued as follows:

Start to 3 years = 12 days per year

4-9 years = 15 days per year

10+ years = 18 days per year

Holidays

The District observes 13 paid holidays per year, 2 one-half day paid holidays, and 1 personal day per year

Retirement

The District participates in Social Security and the Sacramento County Employees' Retirement System (SCERS)

Legacy members in SCERS (hired prior to 1/1/2013) receive 2% @ age 55.5 retirement. There is Reciprocity with Public Employees Retirement System (PERS). New members (hired on or after 1/1/2013 without reciprocity) receive 1% at age 52 increasing to 2.5% at age 67.

Further details on the compensation and benefits package can be obtained from the Orangevale Recreation & Park District.

THE COMMUNITY AND THE DISTRICT

The Orangevale Recreation & Park District is an independent Special District located in the northeast section of the unincorporated area of Sacramento County, California. The District offers parks and recreation services to a 12 square mile area with a population of approximately 35,700 people. The District is governed by a five-member elected Board of Directors who serve four-year terms. The northern portion of the community maintains a rural feel with ½ to 5-acre parcels while the remainder of the community is populated by traditional housing developments.

The District offers a diverse selection of recreation programs and services, including 10 park sites covering 162 acres of park land plus several school playfields and open space sites. The District facilities include an 18-hole disc golf course, horse trails, horse arena, dog park, community center, activity building, youth center, preschool house, three classroom buildings, swimming pool, tennis and pickleball courts, group picnic areas, playgrounds, ball diamonds, and soccer fields.

APPLICATION/SELECTION PROCEDURE

Candidates interested in the District Administrator position should submit a resume and any supplemental information including four work related references. Resume should indicate both the beginning and ending dates of positions held. A screening panel will review all applications and select the most qualified candidates to be invited to be interviewed by a panel of local professionals and District board members. Those invited to continue in the selection process will be asked to complete a District application. **The final filing deadline is October 23, 2023, at 5:00 pm.** Submit resumes and supplemental information to the attention of: Barry Ross, District Administrator, 6826 Hazel Avenue, Orangevale, CA 95662-3445 or via email at barry@ovparks.com. For more information contact Barry Ross at (916) 988-4373 or barry@ovparks.com.

DESCRIPTION: Under the direction of the Board of Directors, the District Administrator shall be responsible for the day-to-day direction and administration of the affairs of the District, as well as implement the policies of the Board of Directors, and shall organize and supervise the District's total recreation and park operation. These responsibilities, and the authority of the District Administrator, shall be as determined by the Board, and may be changed or modified by the Board as it finds appropriate.

All positions dealing with finances, personnel, and legal matters are considered confidential positions. All information shall remain restricted until approved by the Board of Directors.

ESSENTIAL FUNCTIONS STATEMENT: Essential functions and duties may include, but are not limited to the following:

- Communicate the District's mission and vision to employees
- Recruit, hire, train, motivate, develop, evaluate, and supervise Department Heads
- Implement and follow through with personnel management, including, but not limited to, supervision of staff; overseeing staff for overall smooth office function; termination of staff (as needed); evaluations of staff; and recommend raises
- Establish goals and standards

- Approve work schedules and work loads of departments
- Lead the agency by example through the daily operation of the District
- Evaluate financial reports and forecast revenue and expenditure activity
- Work with District Counsel on related district issues
- Prepare and administer grant applications and related materials
- Act as liaison between local, regional, and state governments, local businesses, and the media
- Administer the capital improvement program and related park and facility construction
- Assist the Board Chair in determining Board agendas
- Review committee reports prior to Board packet preparation
- Work with Standing Committees of the Board and assist Board members with information needed to help them carry out their duties
- Provide recommendations on issues presented to the Board
- Coordinate District recreation programs and special events with other districts, community organizations, and other public entities
- Prepare reports and make recommendations to the Board on issues relative to the Board accomplishing the District goals and objectives as outlined in the District Master Plan
- Report to the Board on affairs and status of recreation programs, use, and maintenance operations of District facilities and park lands
- Prepare and administer the General Fund budget and Assessment District budgets, according to Board directions
- Administer and adhere to personnel policies
- Implement and comply with all required Governmental codes
- Negotiate contracts
- Develop and direct plans for acquisition and utilization of park and recreation facilities
- Recommend establishment of schedule of fees and charges
- Work with community by attending meetings, local functions, and community events, when appropriate
- Establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers
- Performs other related duties as directed by the Board of Directors

Knowledge of:

- Principles of supervision, training, and performance evaluation
- Insurance, workers compensation, employee benefits including retirement and deferred compensation programs
- Budget and general administrative procedures
- Safe work practices to ensure a safe working environment
- How to communicate clearly, concisely, and effectively, both orally and in writing
- Management practices, customer service, planning, policy and program administration, and ability to maintain functional efficiency within a public agency
- Use of office equipment, including personal computers

QUALIFICATIONS:

- Ability to make effective and persuasive presentations to the public, District staff, Board, board committees, outside agencies, neighborhood associations, etc.
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to understand and apply District and departmental policies and procedures

EDUCATION AND EXPERIENCE:

- Bachelor's Degree or higher in Recreation or Public Administration (or related field as determined by the Board of Directors) and seven (7) years of increasingly responsible experience in recreation and park administration, budget planning, and personnel management

SPECIAL REQUIREMENTS:

- Possession of a valid California Driver's License and good safe driving record and proof of insurability is required
- Successful candidates for employment will be required to undergo a medical examination and drug screening administered by a County of Sacramento Health Services Department doctor, who will make a recommendation to the District regarding the candidate's fitness and ability to perform the essential functions of the position
- Passing the physical examination and drug screening is a pre-requisite for employment

PHYSICAL REQUIREMENTS:

- Essential functions may require maintaining physical condition necessary for moderate lifting, bending, stooping, and sitting for long periods of time at a workstation
- May at times require physical exertion in connection with activities or carrying/lifting equipment or supplies weighing up to 25 pounds

Equal Opportunity Employer

Orangevale Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Orangevale Recreation and Park District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.