



THE CITY OF MERCED



INVITES YOUR APPLICATION FOR:

**DIRECTOR OF PARKS
AND COMMUNITY
SERVICES**

The Community

Merced has a population of about 87,000 people. Incorporated in 1889, the City offers a rich and varied living environment with a unique blend of old and new. Merced's Downtown consists of a viable downtown shopping, entertainment and financial/government center surrounded by several older well-maintained residential neighborhoods characterized by wide tree-lined streets, and exhibiting many structures of historical significance. The City has homes in every economic range, dozens of churches, and excellent parks. Schools include traditional public schools, charter schools, several private schools, a community college and the University of California. Snow Skiing, Fishing and water sports enthusiasts find many opportunities close at hand, with several mountains, streams,



University of California Merced

Merced is the home of the University of California's 10th campus, now serving about 7,300 students on campus. The campus uses digital technology to create an educational network serving students and communities throughout the San Joaquin Valley. UC Merced will have an integral role in improving the educational attainment of Valley students and fostering the economic development of Central California.



The Organization

Merced is a Charter City operating under a Council/ Manager form of Government. There are six council members elected at large to serve overlapping four-year terms.

The mayor is elected at large for a two-year term.

The City has approximately 430 full-time employees organized into thirteen departments and divisions.

These include City Manager's Office, Finance, Support Services, Information Technology, Public Works, Planning, Inspection Services, Engineering, Parks and Community Services, Economic Development, Police, Fire,



The Position

The Director of Parks and Community Services is an at-will position that reports directly to the City Manager. The incumbent will plan, organize, direct, operate, coordinate and evaluate City Cultural, educational, recreational, community and social service programs. He/She will provide staff support for the Merced Zoological Society in the development of Zoo facilities and programs. This is the top-level management classification for the position that has responsibility for managing and directing the services and functions of the City's Community Services Department.

This position selects, trains and has responsibility for the discipline of all recreation personnel. The Director will coordinate with nonprofit organizations for youth and recreation programs, develop and implement policies and regulations for the use of community centers and other department and City facilities. The incumbent will serve in a liaison capacity with a wide variety of community groups and organizations. The Director will prepare and administer grants, review and approve requests for use of facilities; insure proper liability coverage for program operations. Formulate rules, policies and procedures for the operation of the Department. The Director must be able to monitor, write and negotiate contracts and leases. The ability to provide advice and consultation to the City Manager and City Council on department programs is essential. The incumbent will be expected to meet with community groups and organizations regarding department programs, cultivate sound community relations between government, private, non-profit and for-profit agencies.

Experience in philosophy, objectives and principles of modern municipal recreation, social, cultural, community service and park programs is highly desirable. Knowledge of principles and practices of public administration, management and supervision, including the development and administration of the department budget is expected. Laws, regulations and ordinances affecting departmental operations and functions and operations of nonprofit organizations. Experience in contract and lease negotiation practices along with public relations principles and practices. The ability to evaluate and make recommendations on improvements to existing operations and programs is highly desirable. The director will prepare and present comprehensive written and oral reports to City Council and other community groups. The incumbent must be able to establish and maintain cooperative relationships with City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations and groups, and members of the general public.

The Requirements

Any combination of training and experience which would provide the required knowledge and abilities may qualify. A typical way to obtain the required knowledge and abilities would be through graduation from an accredited four-year college or university with a degree in Recreation Administration, Public or Business Administration or a closely related field. Five years of increasingly responsible professional recreational, community service and park management experience, including at least four years in a supervisory or administrative capacity. Possession of a valid California driver's license issued by the Department of Motor Vehicles.



Physical Demands & Work Environment

Frequently stand and walk, sit for extended periods, normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communications; use of office equipment, including telephone, calculator, copiers and FAX machine. Work is performed in an office, community centers, parks and recreation facilities, and outside in varying temperature, weather and humidity conditions; work is per-

COMPENSATION

Salary \$8,642.28—\$10,504.75 monthly. Position in this range is dependent upon qualifications and experience. The City offers a comprehensive management benefits package that includes:

BENEFITS

- **Retirement**—CalPERS classic member 2% at 60 or 2% at 62 for new members.
- **Health Plan**—The City offers a generous cafeteria plan for employees and their dependents including medical and prescription, dental/orthodontic, vision, chiropractic, and long-term disability. The City-paid contribution covers a majority of the employee/dependent costs.
- **Leave Time**— 96 hours of annual vacation accrual; 12 paid holidays per year; 96 hours of sick leave per year; and 80 hours of administrative leave per year.
- **Other Benefits**— Monthly vehicle allowance; Term life insurance in max amount of \$50,000; a 457 deferred compensation plan (pre-tax); Flexible Spending Account (pre-tax); Employees' Credit Union; Wellness Program; and Vacation Loan Program.



TO BE CONSIDERED

The closing date for this recruitment is midnight, July 1, 2018. To be considered for this opportunity, complete an on-line application at the City's website WWW.CityofMerced.org City Jobs link or <https://www.governmentjobs.com/careers/mercedca>.

You may also upload your cover letter, and resume.

For inquires contact:

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