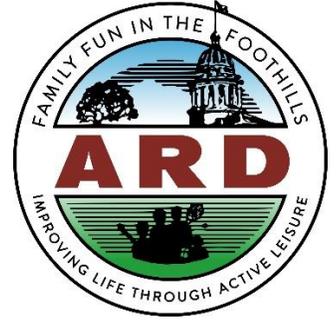


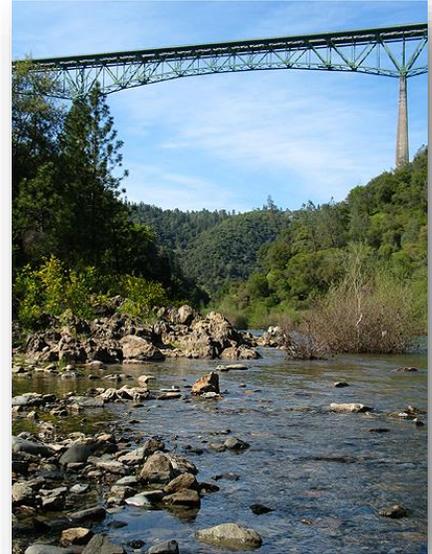
Auburn Area Recreation and Park District Recreation Services Manager



The Community

The Auburn area is ideally situated only 30 miles from the State Capitol in Sacramento, approximately 2 hours from the Pacific Ocean and less than 2 hours from Lake Tahoe. The area offers a distinct “four season” climate, with gorgeous springs and falls as the highlight. The Auburn area has a varied inventory of different places to call home. From single family homes in new communities to the ready stock of older dwellings with the charm of another time, from renting to ownership and from places close in to the city center and small ranchettes a little further out, Auburn offers something for every taste and pocketbook.

Auburn is famous for its recreational opportunities and is known as the Endurance Capital of the World. It is home to the most challenging and historic endurance events ever held including the Western States Endurance Run, Western States Trail 100 Mile Tevis Cup Ride horse and rider endurance race. For individual and family fun there is whitewater rafting, kayaking, mountain biking, horseback riding, golf and the close proximity to the Tahoe area ski resorts are just some of the many outdoor recreational activities that are available.



The Auburn Area Recreation and Park District

The Auburn Area Recreation and Park District (ARD) was created by the voters in 1948. ARD is an independent special district with an elected five-member Board of Directors. While ARD works closely on many issues with Placer County, the City of Auburn and the Auburn State Recreation Area, it is independent from these agencies in its funding and governance.

ARD covers 100 square miles, including the

City of Auburn, unincorporated north Auburn, Christian Valley and Meadow Vista. Approximately 48,000 residents enjoy ARD’s 11 major parks, 3 community centers, 2 swimming pools and a multitude of park amenities. Approximately 68% of ARD’s FY 19/20 \$4.8 million operational budget comes from property taxes. The remaining funding is the result of ARD’s wide variety of programming, rentals and special events.

For more information, visit ARD’s website www.auburnrec.com

The Position

The Recreation Services Manager, one of five management positions, leads a department that is very diverse in its offerings and responsibilities. The Recreation Services Manager reports directly to the District Administrator and works closely with other managers, staff and the Board of Directors.

The ARD Recreation Department currently has 1 full-time staff member, 1 regular part-time staff member, approximately 8 non-regular part time Rec Aides and Scorekeepers and a up to 30 seasonal lifeguards, coaches and instructors. The Department also contracts with numerous special interest instructors. The Department provides for the development and implementation of a comprehensive plan for all recreation programs within the District including, but not limited to, adult, teen and youth sports, aquatics, special events, and special interest classes. The ideal candidate will be an enthusiastic, innovative leader with excellent interpersonal and stakeholder relationship skills. The Recreation Services Manager regularly interacts with members of the public, including youth and adult sports parents and participants, event organizers, other governmental agencies, local service clubs and local business owners.

The successful candidate will be a strong leader capable of managing diverse staff in a fair and consistent manner and who creates a supportive work environment. The successful candidate will establish a work environment where employees take pride in their work and enjoy the challenges of enhancing and improving the programs, classes, leagues, teams and events valued by the community. The Recreation Services Manager position requires active, hands-on work during both day and evening hours, including weekend and holiday shifts.

Candidates who have experience managing a variety of recreational programming, including aquatics, will be favorably considered. Candidates with experience working with various state and local laws and regulations, including public contracts, will also be favorably considered.

Education Requirements and Qualifying Experiences: Graduation from an accredited four-year college or university with a degree in Recreation Administration, Physical Education, Public Administration or related field; Three years full-time experience in community, military, or collegiate recreation with a minimum of two years as a supervisor; or an equivalent combination of education and experience.

Current Challenges and Opportunities

The following are a few of the challenges and opportunities that will require the energy, commitment and expertise of the successful candidate:

Building up enrollment on the Auburn Robalos Swim Team – The ARD Recreation Department is in charge of the Auburn Robalos, a competitive swim team. Recently, the enrollments have dropped significantly due to several inter-related issues. The new Recreation Services Manager will need to work with coaches, the Parent's Board and the community to develop strategies for bringing more swimmers back to the team.

Improving ARD's social media presence – ARD has a limited social media presence. The Recreation Services Manager should endeavor to increase ARD's usage of various platforms in an effort to bring awareness to the multitude of programs and events offered at ARD.

Compensation/Benefits

The annual salary range for this position is **\$61,484 - \$89,128** (\$29.56 – \$42.85/hr.). Appointment within the salary range will depend on the qualifications of the successful candidate. In addition, ARD offers the following benefit package:

Retirement: CalPERS 2% @ 55 retirement plan for “classic” members (with 7% employee pre-tax contribution) and 2% @ 62 for new members (with 7.25% pre-tax contribution).

Health Insurance: CalPERS medical insurance

Dental/Vision Insurance: Humana Dental PPO plan

Life Insurance: Transamerica \$50,000 life insurance

Personal Time Off (combination sick and vacation time): 135 hours per year, increasing with longevity; one additional Personal Day (use it or lose it) is available each year

Holidays: 12 paid holidays per calendar year

Other: ARD offers a 457 Plan, matching up to \$250 in contributions per fiscal year and provides up to \$25/month reimbursement for a health club membership.

Application and Selection Process

The closing date for this recruitment is **4pm on July 19, 2019**. To be considered for this opportunity, all applicants **must review the job description, fill out an ARD application** and return it with a resume, cover letter and list of references to Pat Larson in one of the following ways:

U.S. Mail or in person

ARD
471 Maidu Dr. Suite #200
Auburn, CA 95603
Attn: Pat Larson

Fax

(530) 885-0703

Email

plarson@auburnrec.com

Preliminary screening of applications will begin immediately following the closing date. Panel interviews will begin the week of July 29th. A selection is anticipated in early - mid August following the completion of background (including fingerprint and DOJ check, per CA PRC 5164) and reference checks and compensation negotiations.

The Recreation Services Manager job description and application are available on ARD's website at www.auburnrec.com

For more information, please contact Pat Larson at (530) 885-8461 ext. 102.