



RECREATION SERVICES MANAGER

\$78,780.00 - \$100,089.34 YEARLY SALARY

FINAL FILING DATE MONDAY, OCTOBER 16, 2017

The Pleasant Valley Recreation and Park District (District) is located in and around the City of Camarillo, approximately 10 miles inland from the Pacific Ocean. Camarillo is a thriving community with a population of about 66,000 that takes pride in its quality of life. The District is seeking an enthusiastic,



collaborative and forward thinking professional to serve as the next Recreation Services Manager who succeeds in a fast-paced, highly demanding, yet rewarding work environment. Responsibilities include all functions and operations related to the District's diverse recreation program, including planning; development and implementation of programs; originating, carrying out, reviewing and interpreting, and coordinating District policies.



A key element of the District's culture is based on open communication. As a key member of the District's management staff, the Recreation Manager will work closely with the

District's General Manager, District Board members, peer department heads, recreation staff and members of the community.

The successful candidate is analytical, innovative and creative, adept at prioritizing projects and tasks, and provides clear day-to-day direction for operations while managing Recreation projects. Exceptional candidates will also possess the business and professional acumen to pursue delivery of a top class recreation department through partnerships, both internally and with outside agencies and community groups. This position requires a deep commitment to the success of the Recreation and Park District, and a passion for providing exceptional public service while providing responsive, helpful and informative assistance to the District's staff and members of the

community. Becoming the next Recreation Manager is a unique opportunity to lead an established, resourceful and dedicated department in an innovative and thriving community.

The Recreation Manager is the senior management level class responsible for all functions and operations related to recreation program planning, development and implementation. The Recreation Manager is responsible for originating, carrying out,



reviewing, interpreting and coordinating policies. The incumbent plans, supervises and evaluates the work of teams responsible for supporting the District's recreational program operations. This classification is distinguished from the next higher classification of General Manager in that the latter has overall responsibility for administering the District's operations.

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies, finances and the District's Strategic Plan. The Recreation Manager has primary responsibility for



dealing with difficult matters involving departmental programs, including interpretation of related laws, codes, ordinances, and regulations, and for ensuring compliance with local, state, and federal law. The position requires a demonstrated ability to work closely with other departments as well as outside agencies and working successfully with staff, management, citizens, planning groups, neighborhood associations, development corporations, Board level committees and other organizations and individuals to provide comprehensive recreation services for the residence. Receives administrative direction from the General Manager.



APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010 (805) 482-1996 or at www.pvrpd.org

Application: This is an Exempt At-Will position. Based on the information provided in the application documents, those applicants who best fit the needs of the District will be considered for this career opportunity. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination as only the most qualified applicants will be invited to an interview. Applicants who fail to complete the application and supplemental questions and provide a cover letter, and resume, by the Final Filing Date will be subject to rejection. Applications and supplemental questionnaires will be reviewed, and only the most qualified applicants will be invited to an interview. **A District application is required.** Resumes will not be accepted in lieu of a completed application.

Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidate's knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. **INTERVIEWS ARE TENTATIVELY SCHEDULED FOR THE WEEK OF NOVEMBER 13th.** After the Appraisal Interview, the top candidates may be invited to interview with the General Manager.

NOTE: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

MAIL / FAX / DROP OFF ALL REQUIRED FORMS - APPLICATION, RESUME & SUPPLEMENTAL FORM TO:

Pleasant Valley Recreation & Park District
Kathryn Drewry
1605 E. Burnley Street
Camarillo, CA 93010

Phone: 805-482-1996 x 113
Fax: 805-383-0316
Email: kdrewry@pvrpd.org

THE SUCCESSFUL CANDIDATE MUST PASS A DEPARTMENT OF JUSTICE LIVE FINGERPRINT SCAN, BACKGROUND AND REFERENCE CHECK, SCREENINGS FOR ALCOHOL, DRUG, TUBERCULOSIS AND PHYSICAL PRIOR TO START OF EMPLOYMENT.

All supplemental forms and certifications **MUST** be submitted with the completed PVRPD Employment Application.

BENEFITS

- Annual Merit Increases
- CalPERS 2% @ 62 (Unless qualified as a Classic Employee)
- District contribution to Health, Dental and Vision
- Vacation, Sick, Management Leave, and 12 paid Holidays
- District paid Life Insurance, Short/Long Term Disability, and AD&D policy