

San Joaquin County Employment Opportunity

Parks Administrator

General Services Department—Parks and Recreation

About the position

San Joaquin County is in search of an experienced leader to oversee the Parks and Recreation Division. The Parks Administrator is responsible for directing, organizing and staffing the full spectrum of County park services and activities, including community/visitor services, park maintenance, and park development. The Parks Administrator also has broad administrative responsibility for short and long-range strategic planning, policy and procedure development, implementation, and budgetary control.

About the department

Parks and Recreation is a division of the General Services Department which oversees three operating units: Capital Projects, Facilities Management, and Parks and Recreation. With 43 full-time and approximately 20 part-time employees, the Parks and Recreation Division is responsible for the development and maintenance of all regional, community and neighborhood parks and facilities in San Joaquin County. This includes the Micke Grove Zoo, with a mission and goal to provide a quality experience to every park visitor.

The Ideal Candidate

The Parks Administrator will play a critical leadership role in the General Services Department and will have a strong foundation and understanding of Parks administration. The ideal candidate must be collaborative and creative problem solver with a high level of ethics and integrity. This position requires excellent oral and written communication skills and the ability to work well with the Board of Supervisors, Commissions, County leadership and outside organizations.



Recruitment Announcement
1124-EC2202-EX
Equal Opportunity Employer

Human Resources
44 N. San Joaquin Street
Third Floor, Suite 330
Stockton, California 95202
Phone: (209) 468-3370

SAN JOAQUIN
— COUNTY —
Greatness grows here.

Make San Joaquin County your new home!

A land of beauty, recreation and natural riches—from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Mickey Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



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Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



Agriculture

The county is one of the most agriculturally rich regions in California. Grapes are the leading commodity, with 98,000 bearing acres, much of that in wine grapes. Over 85 wineries within the Lodi Appellation offer opportunities for tasting and special events.

Almonds, walnuts, tomatoes and cherries round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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Primary Responsibilities

- Plans, organizes and directs the administrative and operational activities and programs of the Parks and Recreation Division
- Directs a multi-disciplinary staff engaged in a wide variety of park activities. Attracts, develops, and retains a diverse and highly competent workforce who support the Division's mission and service expectations.
- Manages and directs the provision of visitor services and ensures visitor safety; directs and oversees the development and implementation of quality interpretive programs, special events, and recreation activities.
- Manages and administers parks-related County Service Area agreements and ensures the appropriate allocation of resources.
- Directs and manages park maintenance and development projects, and oversees the Division's capital improvement program
- Develops operational, service and fiscal plans, goals and objectives to assure effectiveness and efficiency of Parks activities
- Implements and administers County, Department and Division policies and procedures as directed
- Manages special projects; researches and analyzes information and data; conducts research and surveys; prepares complex correspondence, reports and other documents.
- Represent the Division to the public, elected officials, other agencies, committees, community groups, and organizations.

- Presents information at public meetings and committees; conducts community outreach; maintains constructive media relations; responds to sensitive citizen and media questions, feedback, and requests for information.
- Oversees contractual agreements for the Division and evaluates renewals and changes; inspects and evaluates the work of contractors
- Develops new and expanded programs that create new revenue streams. Seeks non-County funding for park and recreation services through grant proposals, scholarships, and donations
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of parks and recreation.

Desirable Qualifications

Candidates invited to participate in the screening and selection process will possess a combination of education and experience comparable to:

Education: Graduation from an accredited four-year university with a degree in Park Management, Landscape Architecture, Public Administration, Business Administration, or closely related field. A Master's Degree is highly desirable.

Experience: Five years of progressively responsible managerial experience, preferably in a public agency setting, including two years of park management that included responsibility for directing and overseeing visitor services, facilities management, and operational activities.

Required Qualifications

License: Possession of a valid California driver's license

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Compensation and Benefits

Approximate Annual Base Salary:

\$135,285- \$164,440

***Effective July 2025—3% COLA**

In addition to the base salary, the County offers a comprehensive compensation package that includes:

- 2% employer contribution to the County's 457 Deferred Compensation Plan
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan
- 12 days of sick leave annually (unlimited accumulation)
- 15 days of vacation leave (20 days after 10 years and 23 days after 20 years)
- 14 paid holidays per year
- 10 days administrative leave per year
- Life Insurance

Recruitment Incentives*

- Reimbursement of qualifying moving expenses up to \$5,000
- Vacation accrual rate consistent with candidate's total years of public service
- Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

**Recruitment incentives may be available. Incentives must first be approved by the San Joaquin County Administrator.*

Application and Selection

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in a screening interview. Final candidates will be interviewed by the General Services Department.

Final appointment will be conditional upon passing a drug screening test, DOJ Live Scan fingerprinting, as well as a background investigation.

Completed application package including the supplemental application must be submitted to the Human Resources Division by the final filing date:

Final Filing Date: **November 27, 2024**

If you are interested in this opportunity, please visit our website or scan the QR code with your phone:



Potential cashable compensation	Step 1	Step 5
Annual Salary	\$135,285	\$164,440
2% Deferred Comp	\$2,706	\$3,289
Vacation Cash-out (8 days)	\$4,163	\$5,060
Total	\$142,154	\$172,789

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

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