

*We are dedicated to educating, inspiring, and engaging the people of Marin in the shared commitment of preserving, protecting, and enriching the natural beauty of Marin's parks and open spaces, and providing recreational opportunities for the enjoyment of all generations.*



COUNTY OF MARIN

Park & Open Space Superintendent  
(Parks and Landscape Division)  
Marin County Parks





## THE COMMUNITY

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Located in the North Bay across the Golden Gate Bridge from San Francisco, Marin County is a dynamic community of 261,000 well-educated and involved residents. From its tidelands to the top of Mt. Tamalpais, Marin enjoys a high quality of life marked by beautiful beaches, groves of redwoods and oaks, rolling foothills, and scenic valleys. The mild, year-round Mediterranean climate is highlighted by cool, coastal fog tempering the warm inland temperatures of summer. Incorporated communities include Belvedere, Corte Madera, Fairfax, Larkspur, Mill Valley, Novato, Ross, San Anselmo, San Rafael (the County seat), Sausalito, and Tiburon.

Marin County is known for its combination of rural and suburban lifestyles. It is a recreation destination for the entire Bay Area—the Golden Gate National Recreation Area and Point Reyes National Seashore are just two destinations out of more than 140,000 acres of public lands within Marin. The County's active economy includes insurance related (e.g. Fireman's Fund), finance, movie and video production (e.g. Lucas Films), agriculture, aquaculture, computer software (e.g. Autodesk), communications equipment, printing, and tourism. Marin County children excel in school with test scores well above the average. The 19 school districts in Marin range in attendance from 20 to 8,000, the Marin Community College has two campuses (Kentfield and Novato) and Dominican University is located in San Rafael.

## THE COUNTY

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County of Marin is a vibrant and thriving organization comprised of 23 agencies and departments with a workforce of approximately 2,000 employees and an operating budget of \$462.5 million (FY 2013-14). The County's full array of public safety, community development, public works, health and human services, community services and administrative services is governed by the Board of Supervisors, which is made up of an elected representative from each of the five voting districts in this general law county. Many of the County's employees work at the historic Marin County Civic Center, designed by Frank Lloyd Wright, located in the City of San Rafael.

This diverse organization strives to uphold a set of core values

at work: respect, trust, integrity, diversity, equality, excellence, accountability, innovation, and collaboration. These values keep the organization and its individuals healthy, resulting in successful and sustainable quality service delivery. In addition, the County is committed to being a well-managed organization that relies on the talents of its workforce to succeed. Part of this commitment has been the development of a Strategic Workforce Plan which provides a blueprint for the County to continue building a thriving organization.

For more information on the County's Strategic Workforce Plan, please visit [www.marincounty.org/depts/hr/main/docs/strategicworkforceplan.pdf](http://www.marincounty.org/depts/hr/main/docs/strategicworkforceplan.pdf). For more general information on the County, please visit [www.marincounty.org](http://www.marincounty.org).

## MARIN COUNTY PARKS

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Marin County Parks manages 43 bike paths and parks that range in size from mini-parks serving local neighborhoods to regional parks serving hundreds of thousands of visitors annually with a wide variety of amenities and facilities, and 34 open space preserves comprised of nearly 16,000 acres, offering visitors outstanding scenic vistas, redwood groves, cascading waterfalls, opportunities for wildlife viewing, and other natural amenities, as well as many miles of trails for public access and recreation.

The passage of Measure A (Marin County Ordinance 3586) by Marin County voters in November 2012 is generating an additional \$6.5 million per year in revenue for Marin County Parks, enabling it to renovate existing parks, address a backlog of deferred maintenance, resume land acquisition, and develop and implement long range plans related to open space stewardship and visitor management.





## THE POSITION

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The Parks Division of Marin County Parks manages over 50 park facilities, which offer visitors recreational opportunities that include picnic areas, sports fields, bike and hiking pathways, swimming pools, fishing piers, boat ramps, beaches, trails, and nature preserves across the county. In addition, the Landscape Services Division manages the landscapes and grounds at over 20 public facilities, including the world famous Frank Lloyd Wright Civic Center.

The Park and Open Space Superintendent position has full responsibility for the effective maintenance of properties and all field activities of either the Marin County Open Space District, or the Parks and Landscape Division of Marin County Parks.

The current recruitment is to fill the superintendent position for the Parks and Landscapes Services Division of Marin County Parks. This position works under general supervision and requires considerable judgment and initiative in planning and overseeing programs, enforcing park rules and regulations, and operating within existing policy guidelines of the county and Marin County Parks. Many projects of these divisions involve significant public engagement and interest.

## IDEAL CANDIDATE

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The ideal candidate for this position will have personal and professional integrity, be highly organized, possess excellent communication and interpersonal skills, approach their work with enthusiasm, and demonstrate a strong commitment to customer service. He or she is also a capable leader and manager of staff; a capable project manager; and aware of the many environmental, political, economic and social variables that affect park and natural resource operations and management.

The ideal candidate will possess a thorough knowledge of parks and recreation management and operations, including sustainable horticultural practices and integrated pest management. The candidate will have meaningful experience in natural resource management and sensitivity towards managing natural lands. They will be capable of successfully applying budgeting and personnel management principles; will be familiar with landscape construction, management, and

effectively directing department resources. He or she is familiar and experienced with current safety requirements and sustainable management practices.

## MINIMUM QUALIFICATIONS

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Any combination of education and experience that would provide the knowledge and skills listed in the class specification. Typically, equivalent to a bachelor's degree in Horticulture, Park Management, Wildlands Management, or Administration, or a related field *plus* four years of increasingly responsible experience in parks and landscape maintenance and operation, or open space maintenance and operation, including supervisory experience. Two years of the experience must have been at a level equivalent to the County's Chief of Landscape Services, Chief Park Ranger, or Chief Open Space Park Ranger.



## COMPENSATION

**SALARY:** The annual salary range for the Park and Open Space Superintendent is \$7,786—\$9,462 monthly depending on qualifications. In addition, the salary is supplemented by a generous benefit program, which includes the following elements:

**RETIREMENT:** The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has a reciprocity relationship with CalPERS.

**INSURANCE:** The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

**LEAVE ALLOWANCES:** The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.

**DEFERRED COMPENSATION:** The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457k plans to which employees may contribute in order to enhance their retirement.

For additional information about benefits, please visit [www.marincounty.org/depts/hr/benefits/introduction](http://www.marincounty.org/depts/hr/benefits/introduction).

## APPLICATION & SELECTION PROCESS

To be considered for this exceptional career opportunity, please apply online at [www.marincounty.org/jobs](http://www.marincounty.org/jobs) by **4:00 p.m. on Monday, December 30, 2013**. As your application materials may be reviewed by individuals not privy to your employment history, please complete all sections of the application form in full and submit responses to the supplemental questions.

Depending on the number of qualified candidates, the testing process may consist of a highly qualified review, supplemental application screening, online assessment, oral examination or any combination to determine which candidates' names will be placed on the eligible list.

**The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.**



### TENTATIVE EXAM SCHEDULE

Filing deadline:	December 30, 2013
Panel Interviews:	January 15, 2014
Selection Interviews:	January 30, 2014

### For complete instructions on how to apply contact:

Department of Human Resources  
 3501 Civic Center Drive, Suite 415  
 San Rafael, CA 94903  
<http://www.marincounty.org/jobs>

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