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THE COMMUNITY
The City of Roseville, CA (approximate population 135,000) is the largest city in Placer County and receives accolades each year for a variety of distinctions—from best place to raise a family, start a business, buy a first home, and retire; to most playful city, healthiest city, and one of the lowest cost places in California to do business. Founded in 1909 at the base of the Sierra Nevada foothills, Roseville is a 25-minute drive from California’s capital, and a few hours’ drive to world-class destinations like San Francisco, Napa, Lake Tahoe, and Yosemite, where options for recreation, leisure, and entertainment are seemingly boundless.

Cultural and entertainment venues within and around the City provide a way to take a break from the hustle and bustle of life. Vernon Street Town Square offers everything from free yoga and story time to concerts, wine festivals, movies, and farmers’ markets. Live music can be heard at Roseville’s Music in the Park or in many venues in its historic downtown. During the summer, Downtown Tuesday Nights allow residents to mix and mingle with different vendors and live bands all along historic Vernon Street. Other avenues of family fun include Topgolf, iFly Indoor Skydiving, Golfland Sunsplash, Denio’s Farmers Market & Swap Meet, or cycling or running along miles of connected, paved trails. Residents have plenty of day-trip options for entertainment. Whether it is the wineries of Napa; the outdoor activities of Lake Tahoe, Folsom Lake, and Lake Natoma; the city life of San Francisco; or a little further south to the beauty of Yosemite, Roseville is within driving distance of the best that Northern California has to offer.

Roseville is an ideal place to raise a family and takes pride in its robust parks and recreation programs and award-winning educational system.

THE POSITION
Under the direction of the Assistant City Manager, the Parks, Recreation & Libraries Director leads a department of 120 full-time equivalent positions and up to 700 temporary/seasonal staff. The director oversees a department with 4 divisions: 1) Parks (park operations, open space, park planning and development and urban forestry); 2) Customer Experience (recreation and library facility operations); 3) Programming (recreation and library programming), and 4) Administration. The position exercises direct supervision over assigned management, supervisory, professional, technical, and administrative support personnel responsible for putting on approximately 300 events each year, maintaining and/or providing programming at 77 parks and facilities, developing 2-4 parks on average each year, operating two 18 hole golf facilities, managing 4,400 acres of open space and serving the community with 18 Adventure Clubs (child care centers).

Essential functions of the Parks, Recreation & Libraries Director include, but are not limited to, the following:
- Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Council, City Manager, Parks and Recreation Commission, Library Board, Youth Sports Coalition, and Senior Commission; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the Department’s work plan to include long-range plans to meet community needs; plans and directs the design and development of new facilities and programs, and improvements to existing facilities and programs; assigns work activities, projects, and programs; monitors work flow; reviews and evaluates work products, methods, and procedures.
- Supervises and participates in the development and administration of the Parks, Recreation & Libraries budget (total Department budget is $45 million); directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements mid-year adjustments.
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.
- Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Builds and maintains positive working relationships with co-workers, other City employees, and the public using principles of good customer service. Performs related duties as assigned.

EXCITING OPPORTUNITIES AND CURRENT CHALLENGES
- Reorganizing management staff to oversee both recreation and library programming
- New long field complex being planned with 6-10 fields
- Further evaluation of technology needs for registration software
- New ERP (Finance and HR) being implemented July 1, 2019
- Revised staffing model for 18 Adventure Clubs (child care centers)
- Construction of 5 new parks within the next year

THE IDEAL CANDIDATE
The City of Roseville seeks a visionary, intuitive, and collaborative leader to serve as its Parks, Recreation & Libraries Director. The selected individual will be an excellent communicator and team builder who mentors, expands staff development, and inspires staff to provide outstanding services.

The City plays an important role in the vitality of the greater Sacramento region and prides itself on its strong and diverse economic base, active citizen programs and services to the community. In order to effectively manage the various aspects of the Department, the new Parks, Recreation & Libraries Director should possess experience with a proven track record of sound financial management, be creative with revenue ideas, as well as have experience in the areas of fee development and cost of service assessments.

A strong candidate for this position will possess a knowledge of the principles, practices, and methods used in parks, recreation, and library administration and management; as well as program and facility acquisition, development and maintenance. The ideal candidate possesses knowledge in pertinent local, State, and Federal laws, rules, and regulations; organizational and management practices.
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- Focus on people
- Build trust
- Ensure accountability
- Communicate effectively
- Collaborate inclusively
- Make quality decisions
- Be adaptable/adaptive

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