

## COMPENSATION AND BENEFITS

## APPLICATION AND SELECTION PROCEDURE

**Salary Range: \$9,362 - \$11,380/mo.**

- ✦ Retirement: CalPERS – Pension formula determined based on CA Public Employees' Pension Reform Act of 2013 (PEPRA)
- ✦ Social Security and Medicare: The City participates in these programs
- ✦ Health Benefits: Medical, dental (including orthodontics & Chiropractic), and vision care for employee and eligible dependents
- ✦ Life Insurance: \$50,000 term life policy with an AD&D feature
- ✦ Holidays: 13 paid holidays each calendar year
- ✦ Vacation: Accrual of 80 hours annually during the first five years of service and increases thereafter
- ✦ Sick Leave: Eight hours accrual per month
- ✦ Management Leave: 80 hours/yr.

**The Final Filing Date is Tuesday, April 30, 2024 at 5:00 P.M.** To receive more information or to be considered for this outstanding career opportunity, submit a City application, and your resume by the final filing deadline. E-mails or faxes are not accepted. It is the candidate's responsibility to ensure that the original documents are received by the City prior to the deadline. Please send these documents to:

City of Placerville / HR Department  
3101 Center Street,  
Placerville, CA  
95667

Or Apply Online  
[HERE](#)

Or scan the QR  
Code



Following the filing date, each candidate's submissions will be screened in relation to the criteria outlined in this brochure. An interview process is tentatively scheduled for May, 2024.

NOTE: If you require accommodation in the examination/interview process, please contact the Human Resources Department at (530) 642-5531 at least five (5) days before a scheduled interview/examination.

# City of Placerville Director of Community Services

## Vision:

We are a welcoming, active and business-friendly rural foothill community built on California's rich gold rush history.

## Mission Statement:

The City of Placerville shall provide a safe, efficient, effective and responsive government for the well-being of its residents, businesses, and visitors.



## City of Placerville

3101 Center Street  
Placerville, CA 95667

530-642-5200 Ph.  
530-642-5538 Fax

[www.cityofplacerville.org](http://www.cityofplacerville.org)



Opening Date: March 1, 2024

Closing Date: April 30, 2024

Salary: \$9,362 - \$11,380/mo.



## CITY VALUES

**Sense of Community:** Placerville is a working community rich in culture and diversity, with great parks and trails, and safe well-kept neighborhoods.

**Leadership:** The City of Placerville is non-partisan, fiscally responsible and values honest, ethical leadership.

**Service and Quality:** Dedicated to providing well planned infrastructure and high quality services to meet current and future needs.

**Business Friendly:** Ardent supporter of local commerce and diverse business culture.

**Economic Prosperity:** Seeking economic development that provides good paying jobs, and a range of housing options and community amenities that meet the needs of our citizens and visitors.

Join the City of Placerville's Management Team and continue the tradition of great recreation programs and unique parks. The City is one of, if not the only City in the country, that owns a Gold Mine offering tours to visitors from around the world. The position reports to the City Manager and will have full responsibility for City Parks, Recreation and Facilities. Come join our team.

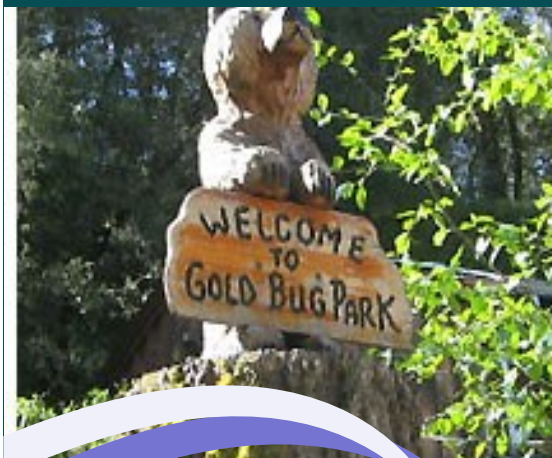
### Typical Duties:

- ◆ Develop programs to improve the City's parks and facilities. Analyze various practices to improve the efficiency of programs and operations.
- ◆ Prepare and present comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings.
- ◆ Develop and administer the budget for the department including facility and park maintenance, capital improvements, operation of recreation programs, Aquatic Center operation and maintenance.
- ◆ Build partnerships with outside agencies and non-profits to encourage cooperation to provide services to the residents of the City.
- ◆ Monitor and evaluate the efficiency of programs being offered. Review workloads and administrative systems to identify opportunities for improvement.
- ◆ Supervise a staff of approximately 10 full-time staff and up to 50 part-time staff throughout the year.
- ◆ Oversee staff supervision of recreation programs including youth basketball, youth football, Aquatic programs, Mine tours and numerous special interest classes.
- ◆ Select, train, motivate and assign personnel, coordinate training, provide corrective action and discipline when necessary.
- ◆ Oversee the maintenance and repair of City facilities, supervise maintenance contracts including custodial services, park maintenance, and other areas.
- ◆ Manage, plan, design and construct new parks and facilities and upgrades to parks and facilities.
- ◆ Respond to and resolve difficult and sensitive citizen inquiries and complaints.



**The City of Placerville**, historically known as "Old Hangtown," has a rich Gold Rush history. It lies in the heart of the Sierra Foothills, 35 minutes east of the state capitol of Sacramento and one hour west of the world-class resort destination of Lake Tahoe. The historic downtown reflects a respect for the history of the community and pride of having been originally incorporated in 1854, only five years after the start of the Gold Rush. Placerville offers a wide range of lifestyle choices with many outdoor activities available in a beautiful mountain setting, and has an excellent living environment.

The City of Placerville is the county seat of El Dorado County. The area surrounding the City is abundant with apple orchards, Christmas tree farms, and wineries. Recreational opportunities are minutes away, with such activities as hiking, camping, fishing, and skiing in the nearby Sierra Nevada. Placerville and the surrounding area offer excellent schools and a low crime rate, with a charming small town attractiveness.



## Qualifications:

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in parks and recreation administration, public administration, or a related field. *(Note: A Master's Degree is preferred and can substitute for some of the recommended Experience)*

**Experience:** Six years of increasingly responsible experience in the development, implementation, operation and maintenance of parks, recreation, and facilities programs including three years of management experience. Possession of, or ability to obtain by date of appointment, an appropriate driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is primarily performed in an office environment, however does require frequent visits and meetings in an outdoor setting, park, aquatic center, bike trails, etc.

**Physical:** Primarily working in an office setting. Sufficient physical ability and mobility to work in and around parks and park maintenance equipment, lift, carry, push and pull light to moderate amounts of weight, understand and supervise equipment operation by department employees.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

View the full job description for the position [here](#).