

# North Highlands Recreation and Park District

## JOB ANNOUNCEMENT

### RECREATION SUPERINTENDENT

MONTHLY SALARY RANGE: \$74,148 - \$91,032

#### **The District**

North Highland Recreation and Park District is located in Sacramento County, California. It serves a population of 45,000 residents and a growing commercial and industrial development within McClellan Park, formally McClellan Air Force Base.

The District is approximately 8.8 square miles and includes residents living in North Highlands and the community of Antelope. The District is governed by a five-member elected board of directors. The District has 15 parks and recently received a \$2.85 million state park Proposition 68 grant. The District will soon begin developing a new 7.2 acre neighborhood and a Park and Recreation Facilities Master Plan.

#### **The Position**

The North Highlands Recreation and Park District is currently recruiting for a Recreation Superintendent. The Superintendent will supervise the recreation division which includes four full time employees. Like many recreation and park agencies, North Highlands is in the process of rebuilding its recreation division following two years of reduced programming due to the impacts of COVID-19. The ideal candidate will have a solid foundation and knowledge of the principals and practices of recreation programs and services. The next Recreation Superintendent should be prepared to manage and participate in the implementation of district goals, objectives, polices, and priorities.

#### **Duties**

The Recreation Superintendent will assume management responsibilities for assigned services and activities of the Recreation Division, including supervising and directing programs, events, activities and other functions of the Division. This position will prepare and administer the division's general fund budget, and will assist the Administrator with the development of the master plan and new park design and construction.

#### **Benefits**

**Health Insurance:** The District provides 100% medical, dental, life, vision and retirement benefits for each regular full time employee. The employee has the option of adding and paying for his/her dependents. The medical plans include Kaiser and Western Health.

**Retirement:** All regular full time employees are eligible for the District's retirement program. The District pays 100% of the retirement policy.

**Vacations:** The District provided vacation leave schedule that ranges from 12 to 24 days per year.

**Administrative Leave:** This position will receive Administrative Leave in the amount of 80 hours per fiscal year.

**Sick Leave:** Regular full time employees shall be entitled to eight (8) hours of sick leave per month.

**Holidays:** The District provides for a generous holiday leave schedule that includes fourteen (14) paid holidays per year.

**Cell Phone Allowance:** The District provides for a monthly cell phone allowance.

### **Qualifications/Education/Experience**

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:

- A Bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration, or related field.
- Five (5) years of increasingly responsible recreation program administration experience that includes three (3) years of administrative and/or supervisory responsibility.

### **License or Certificate**

- Possession of a valid California Driver's License.
- Possession of a certificate in standard first aid (or obtain within six months of hire date).

**Physical:** Full time district employees are required to pass a physical prior to employment— paid by the district.

### **How to Apply**

Submit a resume, cover letter, and a completed North Highlands Recreation and Park District application to Larry Mazzuca, District Administrator: [larry@nhrpd.org](mailto:larry@nhrpd.org) The application and complete job description can be found online at the district's website: <https://www.nhrpd.org>.

**Application Deadline: August 15, 2022**

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