

## Application Procedure:

For an application packet or to apply on-line visit us at [www.ci.chico.ca.us](http://www.ci.chico.ca.us) (click on "Job Opportunities"). To be considered for this exciting career opportunity, submit a City of Chico Application for Employment form, resume, and supplemental questionnaire to:

**City of Chico**  
**Human Resources & Risk Mgmt. Office**  
**411 Main Street**  
**or**  
**P.O. Box 3420**  
**Chico CA 95927**

Following the closing date, applications will be screened against the criteria outlined in this announcement. The most qualified candidates will be invited to an oral interview.

**The final closing date is**  
**Friday, October 23, 2009**

Resumes and supplemental materials may be e-mailed to [CalOpps@ci.chico.ca.us](mailto:CalOpps@ci.chico.ca.us) or faxed to (530) 895-4733. However, postmarked and faxed applications are not accepted.



## This Application Requires:

- Application for Employment
- Resume
- Supplemental Questionnaire



**City of Chico**  
**PO Box 3420**  
**Chico, CA 95928**

THE CITY OF  
CHICO, CALIFORNIA

Invites Application For:

# *Park and Natural Resources Manager*



Closing Date:  
Friday, October 23, 2009  
At 5:00 p.m.

City of Chico  
Human Resources & Risk Management Office  
Phone: 530-879-7900  
Jobline: 530-879-7999  
Website: [www.ci.chico.ca.us](http://www.ci.chico.ca.us)

## Ideal Candidate:

The Park and Natural Resources Manager is expected to work closely with the General Services Director and City Manager on a variety of complex resource management and park use issues. The person holding this position must be able to work effectively with diverse public input while developing new or implementing existing management programs and plans. Effective communication skills are essential.

## Position Description:

Typical duties are to perform high level administrative work in support of matters related to City park, open space and preserves; plan, direct and participate in park acquisition and park development activities; coordinate activities with those of other City departments and offices, as well as outside agencies; serve as technical staff for the Bidwell Park and Playground Commission and City Council, and assist in the overall planning and coordination of park policies and procedures; work with community and neighborhood groups and individuals in park enhancement and management; prepare reports and make recommendations for procedural and policy improvements where appropriate; prepare and administer the Park and Open Space Division budget; plan, organize and direct the work of subordinates engaged in landscaping park grounds and maintaining recreational facilities; inspect the contractual work performed in the construction and improvement of recreational properties; prepare and maintain park records; explain, interpret and enforce appropriate laws, ordinances and regulations; prepare various grant applications and administer grant requirements related thereto; supervise, train and evaluate assigned staff; perform related assignments as necessary.

## Desired Qualifications:

### Knowledge of:

Principles and practices of public administration including budget, personnel and park master planning ; materials, equipment and techniques used in park and golf course construction and maintenance; native and ornamental plants used in parks and landscaping; plant pests and diseases and methods for their control and eradication; laws, ordinances and regulations governing park use; care and maintenance procedures for the full scope of park plants, trees and lawns; basic concepts of range and wildlife management; basic construction and repair methods of park buildings and facilities; record keeping and report writing methods; principles of supervision, training and evaluation.

### Ability to:

Communicate clearly and concisely, both orally and in writing; plan, organize, coordinate and supervise the work of subordinates; prepare and administer the annual budget and perform long-range financial planning; develop and maintain appropriate records systems and to write accurate reports from assembled data; establish and maintain effective working relationships with employees, other City officials and the general public.

### Experience:

Five years of professional experience in administration and management of public programs and/or facilities, or in the design, operation and maintenance of park and recreation facilities, preserves and open space including two years of supervisory experience.

## Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business, public or parks administration, landscape architecture, resource management, horticulture, or other job-related field. A Master's Degree is desirable. Extensive qualifying experience may be accepted in lieu of the required degree.

## Additional Requirement:

A valid California Driver License is required prior to employment.

**Drug screening will be required as part of the pre-employment background process.**

## Salary & Benefits:

### Salary:

Up to \$8,354 per month, with an additional merit range maximum salary up to \$10,025, based on performance.

### Benefits:

Benefits include 3% at 60 CalPERS Retirement; medical, dental, vision, life , and long-term disability insurance; paid vacation, holidays, sick leave and management leave; and deferred compensation plan options.

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### AN EQUAL OPPORTUNITY EMPLOYER

*The City of Chico supports work force diversity. Women, minorities, and persons with disabilities are encouraged to apply. The City of Chico will consider individuals with disabilities based on their qualifications to perform the essential functions of the position for which they are applying and will provide reasonable accommodation in the application and testing process. If you require accommodation in the testing process, please notify the Human Resources & Risk Management Office so appropriate alternative testing arrangements can be made.*

