



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

**Park Program Supervisor - Community
Engagement**

An Equal Opportunity Employer

SALARY

\$31.89 - \$38.76 Hourly \$2,559.93 - \$3,111.41 Biweekly \$5,546.52 - \$6,741.40 Monthly
\$66,558.26 - \$80,896.77 Annually

OPENING DATE: 01/29/20

CLOSING DATE: 02/13/20

THE POSITION

Bring your park programming experience and leadership skills to the County of Sonoma and become a Park Program Supervisor!

The Park Program Supervisor - Community Engagement position is a great opportunity for a passionate professional with parks and community program experience. In the Community Engagement Division, the Park Program Supervisor leads a team of staff working on park programming, collaborates with staff to enhance visitor services and facilities, and builds partnerships with stakeholder organizations. Additionally, this position:

- Plans, develops, schedules, monitors, delivers, and evaluates a variety of high quality, innovative environmental education, interpretive, and summer camp programs
- Supervises, hires, trains, and evaluates the work of staff
- Establishes and maintains highly effective working relationships with schools, community partners, families, non-profits, and other governmental agencies
- Manages interpretive displays and spaces, including a visitor's center with live animals

Ideal candidates will possess:

- Significant work experience in field of environmental education and interpretation
- Experience supervising and mentoring staff and volunteers
- A commitment to advancing equity, diversity, and inclusion principles and best practices
- Exceptional written and verbal communication skills (proficiency in Spanish desired)
- A demonstrated commitment to professional growth and development
- The proven ability to manage multiple priorities with excellent organizational skills

The County of Sonoma's Regional Parks include more than 50 parks, trails, and beaches from Petaluma to Gualala and Sonoma to Bodega Bay. Many offer wild landscapes while others feature sports fields, playgrounds, campgrounds, boat launches, and an environmental education center. Please visit <http://parks.sonomacounty.ca.gov> to learn more about the various programs and resources offered by the Regional Parks Department.

What We Offer

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to a competitive, total compensation package,* including:

- An annual Staff Development/Wellness Benefit allowance up to \$500 and ongoing education/training opportunities
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year

Significant portion of health care premiums paid by the County and access to several health plan options

- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range

*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can found in the [Service Employees International Union Local 1021 Memorandum Of Understanding \(SEIU MOU\)](#).

The Civil Service title for this position is Park Program Supervisor. This employment list may also be used to fill future full-time, part-time, or extra-help vacancies as they occur during the active status of the list. **County employees who wish to be considered for future positions are strongly encouraged to apply to this recruitment.**

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and work experience which would provide an opportunity to acquire the knowledge and abilities listed herein. Normally, this would include a Bachelor's degree, or equivalent, with coursework in environmental and social sciences, natural resource management, cultural history, education, marketing, public administration, communications, community organizing, recreation services, or a closely related field, AND two years of professional level experience performing public relations, marketing, or program management, or education activities in support of a program in the area of recreation, aquatics, natural resources, environmental and cultural education and/or outreach program that included at least one year supervising or leading staff. An advanced degree in a related field is highly desirable.

Required Certifications: First Aid for Public Safety Personnel (Title 22) card, AND American Red Cross or American Heart Association Cardiopulmonary Resuscitation (CPR) is required during the six-month probationary period. For certain assignments (e.g., aquatics), the American Red Cross CPR for the Professional Rescuer certificate is required within one year of employment. Once obtained, these certifications must be maintained throughout employment in this classification.

License: Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the principles and practices of the strategies and methods of effective program development, coordination, and evaluation; technical program requirements in one or more park program areas (e.g., recreation, aquatics, interpretation, natural resources, environmental and cultural education, and/or outreach); effective teaching and training strategies; principles, techniques, and methods of public relations; supervision and leadership principles and techniques; office procedures and equipment including computers and applicable software applications; English usage, spelling, grammar, and punctuation; techniques for communicating effectively with culturally diverse partners and program participants; techniques of preparing business correspondence and reports; and fundamentals of instruction and curriculum development.

Ability to: develop, implement, and coordinate programs in park program areas (e.g., recreation, aquatics, natural resources, environmental and cultural education, and/or outreach); represent Regional Parks on various committees and councils, with community organizations, and in

meetings; gather and analyze statistical information; communicate orally and in writing in a clear, concise, and effective manner for audiences with varied socio-economic, cultural, and educational backgrounds; establish and maintain effective working relationships with County staff, external partners, and stakeholders; and effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks.

SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

HOW TO APPLY

Applications are accepted on-line at: www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

HR Analyst: AK
HR Technician: AC

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #20/01-1279-OCE

PARK PROGRAM SUPERVISOR - COMMUNITY ENGAGEMENT

AK

Park Program Supervisor - Community Engagement Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- Association for Environmental and Outdoor Education
- Association of Bay Area Governments (ABAG)
- Bay Area Open Space District
- Ca Outdoor Engagement Coalition
- California Park & Recreation Society
- CalJobs
- Careers in Government
- College or University
- Conservation Job Board
- Craigslist
- Craigslist Humboldt
- Employee of Sonoma County
- Facebook
- Glassdoor
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Job Fair
- Jobs Available
- La Voz
- Latino Service Providers
- Los Cien
- Minority Organization or Group
- Monster
- National Association of Interpretation
- National Recreation and Parks Association
- North American Association for Environmental Education
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Veterans Services Office

- Women's Organization or Group
 - Other Internet Site
 - Other Publication
- * 2. Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.
- I would also like to be considered for future part-time positions
 - I would also like to be considered for future extra-help positions
 - I am only interested in full-time positions
- * 3. This eligible list may be used for future bilingual (English/Spanish) positions. Please indicate if you are interested in bilingual positions, and your level of proficiency.
- Yes, I have basic (conversational) English/Spanish bilingual skills
 - Yes, I have fluent (reading, writing, and conversational) English/Spanish bilingual skills
 - No, I do not have English/Spanish bilingual skills, and/or I do not wish to be considered for a bilingual position
- * 4. **For this question, and all subsequent questions, provide sufficient information to allow for a thorough evaluation of your qualifications.**
Please describe how your education and experience meet the minimum qualifications you for this position, highlighting your experience in interpretation, education, and/or community programming. Include:
- For education, include your degree(s), the names of related courses completed, and the number of units earned.
 - For work experience, include job titles, employers' names, employment dates, and a description of your primary duties for each position.
- * 5. Please describe your experience leading and/or supervising staff. Specify the number and type(s) of positions you supported, and detail the scope of your supervisory responsibilities (i.e., hiring, training and development, safety training, performance management, discipline, etc.).
- * 6. Please describe your experience coordinating an environmental education or interpretation program. Detail a program you lead/supervised and include:
- The purpose of project
 - Your role and responsibilities
 - The process and/or tools used to evaluate the program's efficacy
- * 7. Please describe your experience developing programs and/or services that are accessible and effective with historically underserved or marginalized populations.
- * Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

IMPORTANT NOTE: Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation and sick leave accruals; 12 paid holidays, and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable Memorandum of Understanding MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: In addition to monthly salary, a cash allowance of approximately \$600 per month.

Retirement: Fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at 707-565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or 707-565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.