

The City of
MADERA



JOIN OUR TEAM!

Are you...

Passionate about opportunities to improve programs and services?

Ready to think outside-the-box as we reopen services halted by a global pandemic?

Led to serve your community?

NOW RECRUITING FOR:

Director of Parks & Community Services

Annual Salary: \$108,148 - \$138,014

PRIMARY RESPONSIBILITIES

Madera is looking for its next Director of Parks and Community Services. Reporting directly to the City Manager, the Director is responsible for administration and operation of the City's 10 parks and a total of 159 acres of park space; the cross-city trail system; 3 community centers; a 3-pool aquatic complex; a golf course; and youth, adult, and senior recreation and activity programs, including two senior congregate meal sites.

The new Director will have the exciting opportunity to help the department transition out of the COVID-19 economic shut-down and restart/redesign programmatic activities. While several staff members were re-assigned within City services to assist other departments during the economic shut-down, it should be noted that no full time staff were laid off. The City is committed to its parks and community service programs and offerings, and is looking for a dynamic leader to be a part of its management team.

QUALIFICATIONS

Experience/Education: 5 years of broad and extensive experience in municipal recreation, programmatic activities, senior services, and/or park maintenance activities, including at least 3 years in a responsible management or supervisory capacity. A Bachelor's Degree in Public Administration, Business Administration, Recreation Administration, or related field is required.

Licenses/Certifications: Valid Class C California Drivers License.

EXAMINATION PROCESS

Only the most qualified applicants will be invited to interview. Based on recommendations from the first round of interviews, the City Manager will invite the candidates with the best qualifications and organizational fit for a second interview. Appointment will be contingent upon an extensive background check, pre-employment physical, and drug screen. Final selection and appointment will be made by the City Manager, with candidate's at-will employment agreement subject to City Council approval.

KEY DATES

Application Filing Deadline: Friday, November 19, 2021

Candidate Interviews, 1st Round: Tuesday, December 7, 2021

learn more



madera.gov/apply



LIFE INSURANCE

The City provides a \$50,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents.

EMPLOYEE ASSISTANCE PROGRAM

The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

LONG TERM DISABILITY

This City-paid benefit provides up to 2/3-income protection.

DEFERRED COMPENSATION

The City offers two 457 plans that employees may choose to participate in.

HEALTH INSURANCE

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage. Employees may choose either Anthem or Kaiser for medical coverage. Dental is through Delta Dental and vision is provided by Superior Vision. The City's contribution covers the full premium for the Core plans, with employees having the option to "buy-up."



ABOUT MADERA

The City of Madera is located in the heart of California's Central Valley, encompassing 16.5 square miles with a population of nearly 66,000. Incorporated in 1907, Madera is a general law city and operates under the Council-Manager form of government. The City works collaboratively with its community partners to achieve its Vision 2025 plan goals: a well-planned city, a strong community & great schools, good jobs & economic opportunities, and a safe and healthy environment. Community involvement is encouraged through the City's robust neighborhood outreach program.

SALARY

The Director of Parks & Community Services is assigned to Range 509 of the City of Madera Salary Schedule. City employees are paid bi-weekly, or 26 times per year. The bi-weekly steps within this range are as follows.

Step A	\$4,159.54
Step B	\$4,367.15
Step C	\$4,585.54
Step D	\$4,814.69
Step E	\$5,055.60
Step F	\$5,308.25

RETIREMENT

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

Classic Members employed with the City prior to 10/20/2012

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 8%

Classic Members employed with the City on or after 10/20/2012

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

New Members employed with the City on or after 1/1/2013

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

Consistent with concession bargaining that occurred for all employees in 2011/12, miscellaneous management employees agreed to decrease their compensation by 2.375%. This can be accomplished in one of two ways: a reduction in salary or a post-tax payroll deduction towards the CalPERS Employer Contribution.

PAID LEAVE

The City offers paid vacation, sick, and administrative leave. The City also offers 11 paid 8-hour and 2 paid 4-hour holidays each year. Floating Holiday leave is available based on years of service with the City.

GENERAL INFORMATION

Applications may be obtained from the City's website www.madera.gov/ apply or by calling the City's Human Resources Department at (559) 661-5401. Applications must be submitted to the City's Human Resources Department prior to the application deadline in-person, by mail, or by emailing to hinfo@madera.gov. Appointment will be contingent upon an extensive background check, pre-employment physical, and drug screen.

The City of Madera is an equal opportunity, drug free, and affirmative action employer.