

# Fall River Valley Community Services District

## Job Opening

Closing date 2/20/2020



**Job title: Parks Manager**

**Work Location: FRVCSD Office and mobile**

**Division/Department: Water, Wastewater, and Parks**

**Reports to: General Manager**

Full-time

Part-time – Six hours per week average

Exempt – Salaried Starting at \$10,000/Year

Nonexempt

### Essential Duties and Responsibilities:

The Parks Manager will oversee all phases of park development. This includes, but is not limited to:

- Identifying funding sources (an emphasis on procurement of grant funding is expected)
- Management of park finances with the aid of the Office Manager and General Manager
- Grant administration
- Coordination of planning, including soliciting public input and cooperating with professional planners to develop work plans
- Developing working relationships with the appropriate regulatory agencies
- Soliciting bids and overseeing construction and repair of park facilities
- Supervising volunteer park personnel, ensuring work is performed safely and efficiently
- Planning for seasonal changes in resource needs
- Periodic inspection of all park facilities, including buildings, grounds and boundaries
- Coordinating with organizations that will use the park facilities for group events
- Cooperating with the Fall River Lions Club in the operation of the park and softball field on Long Street in Fall River Mills, and

### Education and/or Work Experience Requirements:

Experience with the parks program of Fall River Valley CSD.

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers
- Excellent computer proficiency (MS Office – Word, Excel and Outlook)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

### Physical Requirements:

- Must be able to lift and carry up to 30 lbs
- Must be able to talk, listen and speak clearly on telephone

**Please submit a resume to Fall River Valley Community Services District for consideration.**

**In person: 24850 3<sup>rd</sup> Street, Fall River Mills**

**By Email: [generalmgr@frvcسد.org](mailto:generalmgr@frvcسد.org)**

**By Mail: P.O. Box 427, Fall River Mills, CA 96028**