



Riverside County
Regional Park
and Open-Space District

THE COUNTY OF RIVERSIDE
INVITES YOUR INTEREST
IN THE POSITION OF
**ASSISTANT PARKS
DIRECTOR**



SALARY RANGE:
\$144,338.17 - \$214,382.50
ANNUALLY

THE POSITION



The Riverside County Regional Park and Open-Space District is seeking an Assistant Parks Director.

The Assistant Parks Director will serve as a key member of the District's executive team, acting on behalf of the Parks Director/General Manager as needed and providing leadership across one or more bureaus. The bureaus may include Parks and Resources, Business Operations, or Planning and Development dependent on the incumbent's skill set.

This role involves direct oversight the planning, acquisition, and management of District-owned and managed properties. The Assistant Parks Director plays a critical role in strategic, master, and site planning efforts, recommending improvements to enhance efficiency and maximize public use.

They participate in budget preparation, ensuring equitable distribution of resources for park, recreation, and educational site management. Additionally, this position fosters positive relationships with the Board of Supervisors, County Executive Office, and other stakeholders, by presenting project updates and representing the District in public meetings, advisory groups, and regional organizations.

The position will also play a critical role in evaluating policies and ordinances for improvement, developing standards and overseeing staff performance to ensure operational effectiveness.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

- » Competitive candidates will have strong analytical and problem-solving skills, public engagement experience, and certifications such as Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE).
- » The ideal candidate will have extensive experience in parks planning, parks construction management, and parks operational development with at least six years of supervisory experience within a government agency.
- » A master's degree in a relevant field is strongly preferred. Additionally, experience in achieving Commission for Accreditation of Park and Recreation Agencies (CAPRA) Accreditation is highly desirable



MINIMUM QUALIFICATIONS:

- » Experience: 6 years of experience supervising others in a government agency in the area of recreation, community services, community program planning, park management, planning, development, or facility operations which must have included high-level independent action and decision skills.
- » Education: Graduation from an accredited college or university with a bachelor's degree, preferably with a major in planning, landscape architecture, public or business administration, management, environmental studies, history, natural sciences, forestry, recreation, or a closely related field to the assignment. (Additional qualifying experience may substitute for up to two years of the required education on the basis of one year of full-time experience equaling 30 semester or 45 quarter units of the required education.)
- » A master's degree in recreation, environmental science, organizational leadership, public or business administration is preferred or a closely related field to the assignment.



COMPENSATION & BENEFITS

The annual salary for the Assistant Parks Director - Parks is \$144,338.17 - \$214,382.50 annually. In addition to a competitive salary, the County offers an excellent benefits package that includes:

- **RETIREMENT:** The County offers CalPERS Retirement.
 - **Tier I (Classic Member – Formula 3% @ 60):** Applicable to current and former County of Riverside local miscellaneous employees hired prior to 08/24/2012 and did not withdraw CalPERS contributions. The employee contribution is eight (8%) percent.
 - **Tier II (Classic Member – Formula 2% @ 60):** Applicable to local miscellaneous employees 1) hired after 08/23/2012 through 12/31/2012; 2) Previously employed with another CalPERS contracting public agency or a reciprocal retirement system, with a break in service of less than six months between the separation date with the previous employer and the appointment date with the County of Riverside. The employee contribution is seven (7%) percent. On July 1, 2024, the employee contribution rate will be 7.75%.
 - **Tier III (PEPRA New Member - Formula 2% @ 62):** Applicable to CalPERS local miscellaneous new members hired on or after the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA) which took effect January 1, 2013. As of July 1, 2020, the employee contribution is 7.25% and subject to change annually.
 - A new member is defined in PEPRA as any of the following: A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California Public Retirement System. A new hire who enters CalPERS membership for the first time on or after January 1, 2013, and who was a member with another California Public Retirement System prior to that date, but who is not subject to reciprocity upon rejoining CalPERS. A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS agency after a break in service of greater than six months. CalPERS refers to all members that do not fit within the definition of a new member as "classic members". Contribution rates are subject to change based on the annual County of Riverside actuarial valuation.
 - **Note:** Reciprocity may exist with other public retirement systems in California, please see the CalPERS website for additional information: <https://www.calpers.ca.gov/docs/forms-publications/change-retirement-systems.pdf>
- **MEDICAL/DENTAL INSURANCE:** A flexible benefit and premium subsidy totaling up to \$1,800 a month is provided toward the cost of medical and dental benefits. Vision is provided at no cost to the employee or eligible dependents.
- **VISION SERVICE PLAN:** Provided at no cost to employee or eligible dependents.
- **POST-RETIREMENT MEDICAL CONTRIBUTION:** \$256 per month is available for retirees' health insurance through the County.
- **DEFERRED COMPENSATION:** Two voluntary deferred compensation 457(b) plans are available.
- **SUPPLEMENTAL RETIREMENT:** County contribution of \$50 per pay period towards a 401(a) plan.
- **ANNUAL LEAVE:** Biweekly Annual Leave Accrual earnings of 1 - 3 years = 8.92 hours; 4 - 9 years = 10.46 hours; 10 or more years = 12 hours.
- **HOLIDAYS:** 12 paid holidays per year.
- **BEREAVEMENT LEAVE:** Five days (three days are County paid, with two additional days that may be taken using accrued leave balances).
- **LONG-TERM DISABILITY:** Benefit pays 66.67% of earnings to a maximum of \$10,000 per month; 30-day waiting period; pays to age 65. The benefit can be coordinated with other available leave balances to provide up to 100% of pay.
- **LIFE INSURANCE:** \$50,000 term life coverage is paid by the County. Additional Supplemental Life Insurance is available for purchase.
- Additional information can be found on the County's Human Resources website page: www.rc-hr.com, [The County Benefit Flip-Book](#), or [The 2024 Open Enrollment Guide](#).

ABOUT RIVCO PARKS

Nestled within the diverse landscapes of Southern California, the Riverside County Regional Park and Open-Space District (RivCoParks), is Nationally Accredited (CAPRA) standing as a beacon of natural beauty and community enrichment. Spanning across vast expanses of desert, mountain ranges, and lush valleys, this District embodies a commitment to preserving the region's ecological treasures while providing unparalleled recreational opportunities for residents and visitors alike.

With a mission rooted in environmental stewardship and public service, the district oversees a network of parks, trails, and open spaces that serve as sanctuaries for wildlife, havens for outdoor enthusiasts, and gathering places for families and friends. As custodians of the region's natural heritage, RivCoParks embodies a vision of harmonious coexistence between urban development and the preservation of pristine landscapes, ensuring that generations to come will continue to find solace, inspiration, and adventure within its borders.

RivCoParks is the common name often used to refer to the Riverside County Regional Park and Open-Space District (District). Our organization is dynamic and adjusts to meet the needs of the county as a whole. Many programs are operated under the three bureaus which include: Parks & Resources, Planning & Development, and Business Operations. The District is led by the General Manager/Parks Director and the executive team comprised of the Assistant Parks Director and three Chiefs. The District's focus encompasses providing high-quality recreational opportunities and preserving important features of the County's natural, cultural, and historical heritage.

Mission Statement | To preserve land with sensitive habitat or rich heritage within Riverside County, and provide opportunities for the community to enjoy equitable access through recreation and education.

Our Vision | Serving our community through thoughtful and sustainable actions to inspire lifelong connections with RivCoParks, places, and programs.

To learn more about RivCoParks, visit <https://rivcoparks.org>



THE COUNTY

Whether it is a stroll through the quaint boutiques of historic downtown Riverside, an afternoon in Temecula's wine country, or a round of golf on a world-class course in Palm Springs, Riverside County has something for everyone. Even the weather is wonderful, with rainy days few and far between. Riverside County is a great place to live, work, and play.

With more than 2.43 million residents, Riverside is the tenth most populous county in the U.S. and the fourth most populous county in California. The County stretches nearly 200 miles across, comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County covers an expansive, varied geography that encompasses many diverse and rapidly growing communities with a wide range of public service needs.

The County shares borders with Imperial, Orange, San Diego, and San Bernardino Counties, comprising a region extending from the Pacific Ocean to the Colorado River. There are a total of 28 incorporated cities within the County.

Riverside County is conveniently located within a short drive to Southern California's many cultural events, theme parks, and tourist attractions, which make it an excellent alternative to the more costly and congested neighboring counties. The County's housing market continues to be among the most affordable in Southern California.

Additionally, higher education facilities abound throughout the area, providing continuous educational opportunities for professional development.



THE COUNTY GOVERNMENT

County of Riverside government recognizes the value of a qualified and diverse workforce, making it a priority to build an organization that reflects the vibrant community it serves.

The County's leadership consists of five members of the Board of Supervisors who serve as both the legislative and executive branches of the County government. They are elected by district, on a nonpartisan basis, to four-year staggered terms. There are no term limits. The Board Appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments.

The County's core business includes law enforcement, prosecution, probation, parks, community development, public works, public health, public social services, the County hospital, fire, housing, and employment and administrative services. County of Riverside has more than 25,458 employees across over 40 departments and agencies. To learn more about the County of Riverside, go to: <https://rivco.org>.



APPLICATION PROCEDURE

The position will remain posted until filled.

To be considered, please electronically submit your application, including resume via [Government Jobs](#) by [clicking here](#).

Resumes should reflect related work experience as well as details of years and months of positions held.

For questions regarding this recruitment, please contact: Angela Tavaglione at (951) 966-3590 or ATavaglione@Rivco.org.

Applications will be screened based on criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.

