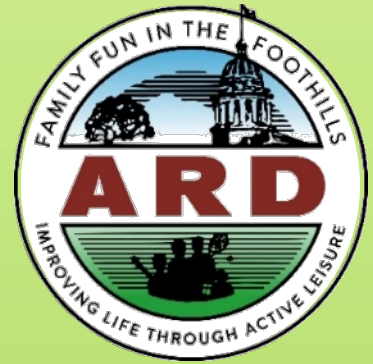


Auburn Area Recreation and Park District



Administrative Services Manager



The Community

The Auburn area is ideally situated only 30 miles from the State Capitol in Sacramento, approximately 2 hours from the Pacific Ocean and less than 2 hours from Lake Tahoe. The area offers a distinct “four season” climate, with gorgeous springs and falls as the highlight. The Auburn area has a varied inventory of different places to call home. From single family homes in new communities to the ready stock of older dwellings with the charm of another time, from renting to ownership and from places close in to the city center and small ranchettes a little further out, Auburn offers something for every taste and pocketbook.

Auburn is famous for its recreational opportunities and is known as the Endurance Capital of the World. It is home to the most challenging and historic endurance events ever held including the Western States Endurance Run, Western States Trail 100 Mile Tevis Cup Ride horse and rider endurance race. For individual and family fun there is whitewater rafting, kayaking, mountain biking, horseback riding, golf and the close proximity to the Tahoe area ski resorts are just some of the many outdoor recreational activities that are available.



The Auburn Area Recreation and Park District

The Auburn Area Recreation and Park District (ARD) was created by the voters in 1948. ARD is an independent special district with an elected five-member Board of Directors. While ARD works closely on many issues with Placer County, the City of Auburn and the Auburn State Recreation Area, it is independent from these agencies in its funding and governance. ARD covers over 50 square miles, including the City of Auburn, unincorporated north Auburn, Christian Valley and Meadow Vista. Approximately 45,000 residents enjoy ARD’s 11 major parks, 3 community centers, 2 swimming pools and a multitude of park amenities. ARD’s Fiscal Year starts April 1. Approximately 68% of ARD’s FY 25/26 \$6.7 million operational budget came from property taxes. The remaining funding is the result of ARD’s wide variety of programming, rentals and special events. For more information, visit ARD’s website www.auburnrec.com

The Position

Are you a strategic thinker with a passion for public service and financial stewardship? The Auburn Area Recreation and Park District is seeking an **Administrative Services Manager** to lead our fiscal operations and administrative services with integrity, vision, and accountability. This is a pivotal leadership position that ensures our community resources are managed responsibly and transparently.

The Administrative Services Manager, one of five management positions, reports directly to the District Administrator and works closely with other managers, staff and the Board of Directors. The position also serves as the Deputy District Administrator in the absence of the District Administrator or as otherwise directed.

The ARD Administrative Services Department currently has one full-time and one part-time staff. The Department is responsible for the financial affairs of ARD, including accounting, fiscal control, insurance, payroll and employee benefits, taxes, assists in the preparation of the ARD's budget for Board presentation and related administrative activities. The ideal candidate will be a steady, detail-oriented leader with excellent interpersonal and human resources skills, with the ability to collaborate with and supervise department managers as needed.

The successful candidate will stay current with all federal, state and local laws regarding accounting, finance and human resources. The successful candidate will also work closely with the District Administrator on budgetary and staffing issues, working with a diverse staff across multiple departments, including union-represented employees.

Education and experience requirements include a degree from an accredited four-year college or university with a degree in accounting, business administration, public administration or a closely related field; Minimum of five years increasingly responsible administrative, management and fiscal experience, including the maintenance of accounting and fiscal records, preferably with a public agency, or any combination of education and administrative and fiscal experience to meet qualification.

Please review the job description for a more comprehensive explanation of the position. Note: the job description is scheduled to be amended on 2/26/26.

Current Challenges and Opportunities

The following are a few of the challenges and opportunities that will require the energy, commitment and expertise of the successful candidate:

Implementing and further developing new accounting and HR software – ARD recently switched to NetSuite accounting software and UKG human resources software, a major shift after decades with Great Plains. Training and implementation of this new software will be completed by late spring, 2026, however bugs and troubleshooting will certainly be an ongoing issue.

Budgetary constraints – The costs of running ARD are growing faster than the revenue being received, and this trend is expected to continue. With limited opportunities to grow a significant portion of revenue, the Administrative Services Manager will need to work with all departments to find ways to control costs.

Upcoming retirements – Two management-level positions at ARD are expected to retire by the end of 2028. The Administrative Services Manager will play a key role in helping to hire and onboard their replacements.

Compensation/Benefits

The annual salary range for this position is **\$106,454 - \$135,242** (\$51.18 - \$65.02/hr.)¹. Appointment within the salary range will depend on the qualifications of the successful candidate. In addition, ARD offers the following benefit package:

Retirement: CalPERS 2% @ 55 retirement plan for “classic” members (with 7% employee pre-tax contribution) and 2% @ 62 for new members (with 8.25% pre-tax contribution).

Health Insurance: CalPERS medical insurance

Dental: Humana Dental PPO plan (employee only)

Life Insurance: Transamerica \$50,000 life insurance

Personal Time Off (combination sick and vacation time): 143 hours per year, increasing with longevity; one additional Personal Day (use it or lose it) is available each year

Holidays: 11 paid holidays per calendar year

Other: ARD offers a 457 Plan, matching up to \$250 in contributions per fiscal year and provides up to \$25/month reimbursement for a health club membership.

Note 1: Rate scheduled to increase by 1% - 4% (depending on a specific CPI) on 4/1/26

Application and Selection Process

The closing date for this recruitment is **3pm on March 6, 2026**. To be considered for this opportunity, all applicants **must review the job description, fill out an ARD application** and return it with a resume and list of references to Cathy Warford in one of the following ways:

U.S. Mail or in person

ARD
471 Maidu Dr. Suite #200
Auburn, CA 95603
Attn: Cathy Warford

Email

cwarford@auburnrec.com

Preliminary screening of applications will begin immediately following the closing date. Panel interviews will begin the week of March 16, 2026. A selection is anticipated by April 10th, 2026 following the completion of background (including fingerprint and DOJ check, per CA PRC 5164) and reference checks and compensation negotiations. The ideal candidate will start their career with ARD on May 18th, 2026.

The Administrative Services Manager job description and application are available on ARD’s website at <https://auburnrec.com/information/job-opportunities/>

For more information, please contact Cathy Warford at (530) 537-2187