Ventura County

Assistant Parks Manager

SALARY	$44.07 - $61.70 Hourly $3,525.42 - $4,936.07 Biweekly $7,638.41 - $10,694.82 Monthly $91,660.87 - $128,337.80 Annually	**LOCATION**	Ventura and will require travel throughout Ventura County, CA
JOB TYPE	Full-Time Regular	**JOB NUMBER**	01709GSA-26AA (CN)
DEPARTMENT	General Services Agency	**OPENING DATE**	03/02/2026

Description

WHAT WE OFFER

- **General Salary Increase** – 3.5% effective 12/20/2026 and 3.5% effective 12/19/2027.
- **Educational Incentive** – An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Bilingual Incentive** - Incumbents may also be eligible for bilingual incentive depending upon operational need and certification of skill.
- **Vacation Accrual** – Initially 14 days per year; after approximately 5 years of service increasing to 19 days a year; after approximately 11 years increasing to 20 days per year and then increasing 1 day a year through 15 years of service; topping out at 26 days per year after approximately 20 years of service with a maximum accumulation of 400 hours.
- **Annual Leave Redemption** – After 14,560 hours (equivalent to 7 years) of continuous County service the ability to "cash in" or redeem up to 80 hours of vacation accrued in the same year after using 80 hours of vacation in the preceding 12 months.
- **Deferred Compensation** – Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 3% match on your 401(k) contributions.
- **Health Plans** – You are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans.
- **Flexible Spending Accounts** – Choice of participation in the Flexible Spending Accounts which increase spending power through reimbursement of pre-tax dollars for IRS approved dependent care and health care expenses.
- **Holidays** – 13 paid days per year which includes a scheduled floating holiday.

THE AGENCY
GSA is made up of Fleet Services, Facilities, Procurement, Special Services, Security and Business Support, and the Parks Department and is responsible for a broad spectrum of services to all the County departments and agencies. It requires a very diverse workforce to accomplish the GSA mission of contributing to the quality of life in Ventura County by partnering with their customers to provide expertise and cost-effective service delivery, and foster the preservation of natural resources.

THE POSITION
Under general direction, the Asst. Parks Manager provides supervision and management over all aspects of use and execution of Parks Reservation management systems, managing additional services via leases, contracts and partnership agreements and functions as the secondary public information and community outreach for the General Services Agency Parks Department.

The ideal candidate will have a strong customer service background, possess a bachelor's degree in Hospitality and Tourism, Parks and Recreation, or similar field and have three (3) or more years of recent park management experience. The successful candidate will have the ability to communicate effectively verbally, and in writing, including demonstration of conflict management skills while working collaboratively with internal and external customers to deliver Department mission objectives. The candidate will also have recent social media and marketing experience.

PAYROLL TITLE
Staff/Services Manager I

APPROXIMATE ANNUAL SALARY:
$91,660.87 - $128,337.80

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed Term), Intermittent, and Extra Help vacancies. There is currently one (1) Regular vacancy within the General Services Agency - Parks Department.

Assistant Parks Manager (Staff/Services Manager I) is represented by the Management Resolution and is not eligible for overtime compensation.

Examples Of Duties

Duties may include but are not limited to the following:

- Plans, organizes, coordinates and supervises/manages the activities of administrative, technical or operations staff within the unit.
- Serves as the Lease Manager to oversee all aspects of minor leases for the Parks Department.
- Assists with analysis, prepares budgets for assigned program areas.
- Represents the agency or department in developing, negotiating and monitoring contracts and contractor performance.
- Manages operations of two special assessment districts.
- Train staff and assist in presenting informational sessions to agency/department staff and staff from other agencies and departments.
- Works independently and with partners to identify grant opportunities and develop grant submission material for a wide range of park mission based improvements.
- Serves as the lead for Commercial Activity Permits and Special Use Permits, including commercial film permits and all group facility permits.
- Leads website, reservation and social media messaging to ensure consistent, effective messaging within department policy and leads department on all call center, park email and all public information requests.
- Confers with managers on policy matters and work problems; interprets policies and procedures, including developing and implementing policies for ranger and maintenance staff related to reservation management needs and developing annual suggestion to park Rent and fee schedule.
- Develops and executes marketing strategies for community centers, film permit and other recreation and revenue generating programs.

- Set up and make enhancements to automated systems including taking lead responsibility and oversight in transition to a new reservation management program, as well as organizing and providing system training to parks staff.
- Designs effective work processes and monitors performance outcomes.
- Develop customer service level protocols and manages execution through staff, accounting and contracted services.
- Serves as the lead for Parks in developing participation and action with respect to volunteer and outreach days.
- Manages additional recreation services via lease, contracts or partnership agreements.
- Analyzes use trends and customer desires, as well as anticipates industry changes and ensures rates and policies as kept current, efficient, cost effective and locally achievable.
- Represents the County and agency/department in contacts with other governmental agencies or departments and the public; develops and maintains partnerships with nonprofits and other agencies to effectively deliver Department mission objectives.
- May serve as a liaison to technical, operations, or administrative staff to analyze new legislation, work methods or reporting requirements.
- Performs other duties as required.

Typical Qualifications

These are the entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, AND EXPERIENCE

Some administrative support, supervision or management, or specific operations or technical experience which has led to the acquisition of the required knowledge, skills and abilities.

The required knowledge, skills, and abilities may also be obtained by:

- A bachelor's degree in Hospitality and Tourism, Parks and Recreation, or similar field, AND
- Three (3) or more years of recent park management experience

NECESSARY SPECIAL REQUIREMENT

- Excellent written communication as demonstrated in the completion of the supplemental questions
- Strong Customer Service experience, including demonstrated use of Conflict Resolution and de-escalation techniques
- Recent Experience with the following:
    - Social media and Marketing experience
    - Developing Rates and Fees for a Park System

DESIRED

- Five (5) or more years of experience and education in Parks Management
- Bachelor's degree in Hospitality and Tourism, Parks and Recreation, or similar field
- Experience overseeing an automated Parks Reservation Management System

KNOWLEDGE, SKILLS, and ABILITIES

Considerable to thorough knowledge of:

- Principles of supervision and management;
- Principles and techniques of budgetary preparation and analysis;
- Principles of fiscal management and internal controls;
- Principles of organization and staffing to ensure service delivery;
- Application of office automation of systems to better business processes;
- Marketing of services both internal and external to the County;
- Public relations.

Working ability to:

- Analyze administrative and organizational problems and provide solutions;
- Prepare a variety of reports and recommendations;
- Communicate effectively and concisely in an oral and written manner;
- Plan, organize, and supervise the work of others;
- Develop and present training programs for agency/department staff and others;
- Analyze legislation and apply requirements to business processes.

Recruitment Process

FINAL FILING DATE
This is a continuous recruitment and may close at any time; therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.venturacounty.gov/jobs. A paper application can be obtained by calling (805) 654-5129. Our address is: County of Ventura, Human Resources Division, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click **here** (Download PDF reader) for additional information.

Note to Applicants: Sufficient information must be provided under the Education/Work experience portions of the application and supplemental questionnaire to thoroughly and accurately demonstrate your qualifications in order to determine eligibility. A resume may be attached to supplement your responses in the above sections; however, it may not be substituted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination at time of filing. This questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position.

APPLICATION EVALUATION – qualifying: Candidates' applications, resumes, or other required documentation will be evaluated on a comparative basis against pre-established criterion. Those individuals whose materials best indicate possession of the stated requirements, may be invited to continue to the next step in the screening and selection process.

ORAL EXAMINATION – 100%: A job-related oral examination will be conducted to evaluate and compare participating examinees' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Examinees must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

ELIGIBLE LIST:
Candidates successfully completing the oral examination may be placed on an eligible list for a period of one (1) year.

NOTE: If there are three (3) or fewer qualified applicants, an examination may not be conducted. Instead, a score of seventy percent (70%) will be assigned to each application, and each applicant will be placed on the eligible list.

BACKGROUND INVESTIGATION:A thorough pre-employment, post offer background investigation which may include

inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information about this recruitment, please contact Chinna Nahabedian by e-mail at Chinna.Nahabedian@venturacounty.gov or telephone at (805) 654-2458.

EQUAL EMPLOYMENT OPPORTUNITY: The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

Employer
Ventura County

Address
800 S. Victoria Avenue
LOC. #1970
Ventura, California, 93009

Phone
(805) 654-5129

Website
http://hr.venturacounty.gov

Assistant Parks Manager Supplemental Questionnaire

*QUESTION 1

Describe your park management experience. Employer(s) where you obtained this experience must be included in the "Work Experience" section of the application to be considered qualifying. If you have no experience in this area, please indicate "no experience."

*QUESTION 2

List training or education you have received on de-escalation techniques. Describe a situation where you have had to use your skill in de-escalation to resolve a tense situation. If you have not had related training and/or experience, please type "no experience."

*QUESTION 3

Describe your recent professional experience with social media and marketing. Employer(s) where you obtained this experience must be included in the "Work Experience" section of the application to be considered qualifying. If you have no experience in this area, please indicate "no experience."

*QUESTION 4

Describe your recent professional experience developing rates and fees for a park system. Employer(s) where you obtained this experience must be included in the "Work Experience" section of the application to be considered qualifying. If you have no experience in this area, please indicate "no experience."

*QUESTION 5

Describe your experience overseeing an automated Parks reservation management systems. If you do not have this work experience or training, type "no experience."

* Required Question