

# ***THE CITY OF ROCKLIN***



INVITES APPLICATIONS FOR

## ***RECREATION BUSINESS ANALYST***

[Apply Here](#)

**APPLICATION DEADLINE:  
Open Until Filled**

## **THE POSITION**

The City of Rocklin is seeking a Recreation Business Analyst to plan, organize, and direct business service activities within the Recreation Division. This position provides the full range of administrative support in the recreation services series, including analytical, budgetary, fiscal, and supervisory responsibilities, and reports directly to the Parks and Recreation Superintendent.

### **MINIMUM QUALIFICATIONS**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and five (5) years of increasingly responsible experience in recreation, municipal finance, business services, administration, accounting or a related field, including two years of lead responsibilities;

**OR**

An equivalent to an Associate's degree with major emphasis in recreation administration, business or public administration, financial management, accounting or a related field, and at least three (3) years of work experience in recreation or closely related program;

**OR**

Equivalent to graduation\* from an accredited four-year college or university with major coursework in recreation administration, business or public administration, financial management, accounting, or a related field; and, at least two (2) years of work experience in recreation or closely related program.

***Candidates should also possess the following knowledge and abilities.***

#### ***Knowledge of:***

- Park and Recreation programs and services
- Principles and practices of public sector finance, budgeting, and accounting
- Basic budget preparation and monitoring, cash control and related accounting practices
- Pertinent local, State, federal rules, regulations and laws related to areas of assignment
- Principles and practices of research methods, and statistical analysis
- Program and project management methods and techniques, including development objectives, budgetary methods and procedures, program and project monitoring and evaluation methods
- Methods and techniques of public, community and business marketing relation and outreach
- Principles and practices of supervision, training and performance evaluation

#### ***Ability to:***

- Organize, implement, and direct Parks and Recreation business operations and activities
- Develop and coordinate effective systems, programs, policies, and procedures; recognize needs, analyze problems, develop and evaluate options, make sound recommendations and initiate actions in order to develop more efficient systems, policies, and procedures or resolve problems within established guidelines
- Assist in the development and monitoring of assigned program budgets
- Interpret and explain pertinent departmental and City policies and procedures
- Communicate clearly and concisely, both orally and in writing with City personnel, other agencies, and the public
- Organize work, set priorities, and meet critical time deadlines
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines

## ***THE COMMUNITY***

Nestled at the base of the Sierra foothills in beautiful Placer County, Rocklin is well known as a city that takes pride in the statement, “A family community growing together.” Incorporated in 1893, Rocklin is now a city with a population close to 58,300 covering an area of almost 20 square miles. It is just minutes away from Folsom Lake and within an easy drive of Lake Tahoe and the San Francisco Bay Area.

The City of Rocklin has been one of the fastest growing cities in California. The City’s population grew 51 percent from 2000-2009. The City proudly boasts of premier residential communities, excellent schools, low crime rates, a highly trained and educated work force, preserved and natural open spaces, and an extensive park system. Software, high technology, manufacturing, and service firms chose the City of Rocklin for its quality of life and its pleasant foothill environment. Together, all of these elements have transformed Rocklin into one of the region’s most attractive places to live. The citizens of Rocklin see themselves as partners with the City in providing a quality community in which to live, play, raise a family, and do business.

## ***THE ORGANIZATION***

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.

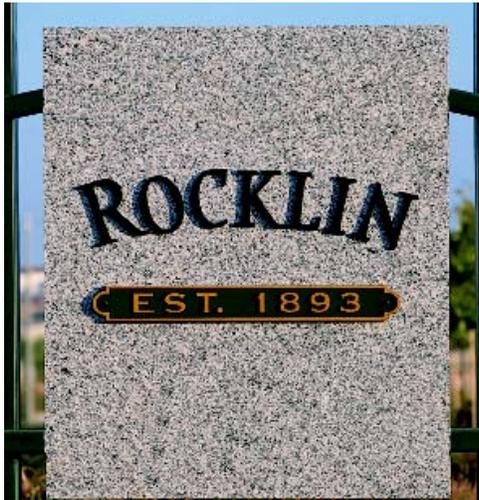
## ***COMPENSATION AND BENEFITS***



The annual salary range for the Recreation Business Analyst is **\$42,956-\$54,823**. The City offers a generous benefit package which includes health, dental, vision, life and long term disability insurance, CalPERS retirement, deferred compensation program, 12 paid holidays and a generous vacation and sick leave program based on years of service.

## **APPLICATION AND SCREENING PROCESS**

All applicants must apply on-line by completing a City of Rocklin [employment application](#) and **including a resume**. Hard copy applications will be accepted by Human Resources at the address below. Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the City's selection process. Offers of employment are conditional upon successful completion of a pre-employment physical examination, and fingerprint clearance. All applicants will be notified by e-mail following application review.



### ***CITY OF ROCKLIN HUMAN RESOURCES***

3970 Rocklin Road

Rocklin, CA 95677

Telephone: (916) 625-5050 Fax: (916) 625-5099

Jobline: (916) 625-5060

***The [Full Job Description](#)  
is available on the City's website***

**[www.rocklin.ca.us](http://www.rocklin.ca.us)**

***Visit for More Information***

**[Apply Here](#)**

The City of Rocklin is an equal opportunity employer. If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division upon submittal of the application.