

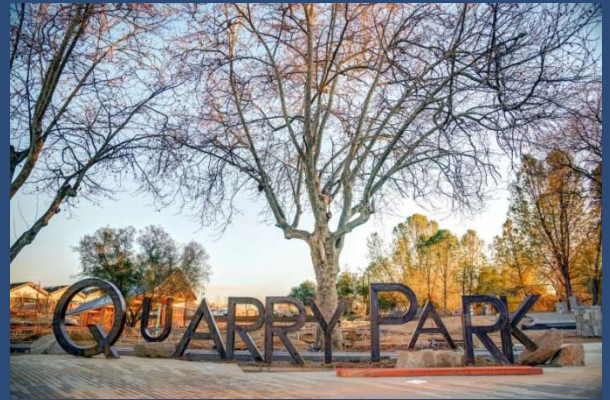


THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

RECREATION BUSINESS TECHNICIAN

[APPLY HERE](#)

The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.



**Application Deadline:
March 20, 2017 by 5:00 p.m.**

CAREER OPPORTUNITY

The City of Rocklin is looking for a full-time Recreation Business Technician to plan, organize, and direct business service activities within the Department of Administrative Services. This position will provide the full range of administrative support including analytical, budgetary, fiscal, and supervisory responsibilities. This position will report to a Manager in the Department of Administrative Services, will work closely with the Office of Events and Tourism, and may supervise professional, technical, and administrative support personnel. Responsibilities will include, but are not limited to, handling cash receipts and inventory at City events, securing appropriate permits for events, supervising support personnel, evaluating business operations and activities, collecting and analyzing data, preparing and presenting findings and recommendations, participating in budget preparation and administration, preparing cost estimates for budget recommendations, submitting justifications for staff, equipment, and supplies, monitoring and controlling expenditures, and creating and reviewing contracts. **The incumbent must be willing to work a flexible schedule since this position will be required to work at City events that occur on evenings and weekends.**



COMMUNITY

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 60,351 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

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.



SALARY AND BENEFITS

■ Salary Range

\$54,146 - \$69,106 per year; this position is budgeted at Step 1.

■ Medical

The City pays \$1,093 and the employee pays the difference. A variety of plans are offered through CalPERS.

■ Dental and Vision

City-paid for employee and dependents

■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 vacation days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

■ Retirement-CalPERS

(In accordance with Public Employees' Retirement Law)

2% @ 62 PEPRAs employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 Classic employees: Current CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

■ Life Insurance

City-paid \$50,000 life insurance

[Click here to view Benefits Summary](#)

EMPLOYMENT STANDARDS

Knowledge of:

- Events and Tourism operations and activities
- 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 and outreach
- Modern office practices, methods and equipment, including personal computer hardware and software
- Principles and practices of supervision, training and performance evaluation
- Principles and practices of work safety
- Techniques for providing a high level of customer service

Ability to:

- Organize, implement, and direct Events and Tourism 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
- Use English effectively to communicate in person, over the telephone, and in writing
- Establish, maintain, and foster effective working relationships with those contacted in the course of work
- Train, supervise, and evaluate assigned staff
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

MINIMUM QUALIFICATIONS

Any combination of training and experience which 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 (12th) 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.

LICENSE REQUIREMENTS

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

SUPPLEMENTAL QUESTIONNAIRE:

1. After reviewing the minimum qualifications, describe how your education and experience qualifies you for this position.

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

***City of Rocklin-Human Resources Office
City Hall, 2nd Floor
3970 Rocklin Road,
Rocklin, CA 95677***

Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line (916) 625-5060

SELECTION PROCESS

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 next step 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.

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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.