

RANCHO SIMI RECREATION AND PARK DISTRICT

Rancho Simi Recreation and Park District is a special district, a type of government agency that is governed by a five-member elected board of directors. The District is located within Ventura County and encompasses approximately 113 square miles. It serves an estimated 143,000 people, which includes the City of Simi Valley, the community of Oak Park, and various unincorporated areas within Ventura County. The District owns more than 6,000 acres of land. Over fifty developed park sites of various sizes and characteristics account for approximately 518 of these acres, with the remainder representing open space or undeveloped park land. Many different types of recreation activities and programs are also offered year-round. The District employs approximately 83 full-time and hundreds of part-time personnel. A summary of employee benefits and employment standards is listed below.

FULL-TIME EMPLOYEE BENEFITS

Salary: Each full-time job classification has an 11-step salary range.

Annual Leave: Annual leave benefits are based upon length of service to the District: less than 5 years of service accrues 22 days; 5-10 years of service accrues 27 days; every year over 10 accrues 1 additional day per year to a maximum of 32 days annually.

Holidays: 12 paid holidays observed per year, plus 1 paid floating holiday designated by the employee.

Insurance: District pays premium for term life insurance; District pays a portion of the premium for health insurance; Eligible dental and vision expenses may be reimbursed up to specified amounts.

Retirement: Full-time employees are enrolled into Social Security and the Public Employees' Retirement System (PERS); District pays both the employee and employer portions of the PERS retirement contribution.

457 Deferred Compensation Plan: Employees may defer compensation, however, the District does not provide or match contributions.

Education Reimbursement: Employees may be reimbursed for eligible job-related tuition and book expenses that are pre-approved.

Uniform Allowance: District provides uniforms and cleaning service for maintenance and Park Ranger personnel; limited reimbursement for protective footwear is also available to specified positions.

Flexible Spending Account: Employees may participate in a Cafeteria Plan and pay eligible health & dependent care expenses with pre-tax dollars.

EMPLOYMENT STANDARDS

Employment Standards: Please carefully review the employment standards section of this "Employment Opportunity" bulletin to determine your qualifications.

Probation: Probationary period is six months, and may be extended. Unsatisfactory performance may result in termination. Employment is "at-will".

Background Check: The background of each candidate selected to fill a position will be reviewed, including fingerprinting, to determine eligibility for employment.

Physical Activity Standards: Each candidate that accepts employment are required to have a pre-employment medical examination to determine ability to perform essential duties of position, with or without accommodation. A Tuberculin Skin Test is included in the exam.

Drug Testing: Positions requiring specialized driver's licenses, other than Class C, will be included in the Dept. of Transportation drug testing program and must undergo random drug screening.

Application and How to Apply: An original, fully completed, dated and signed Rancho Simi Recreation and Park District application and supplemental questionnaire are required to apply for a position. These documents must be received by the Park District by the closing date and time indicated on the front of this bulletin. Faxed or electronic submissions are not accepted. Applicants should be specific and fully indicate experience and other qualifications on their application; additional sheets may be attached, if needed. Resumes are not accepted in lieu of a fully completed application. Falsification or omission of information during the application and screening process is disqualifying, and can be cause for termination.

Reasonable Accommodations: The District is an Equal Opportunity Employer. Under the Americans with Disabilities Act (ADA), the Park District will provide reasonable accommodations to qualified individuals with disabilities. You may contact Human Resources to discuss potential accommodations.

RANCHO SIMI RECREATION AND PARK DISTRICT

Human Resources, 1692 Sycamore Drive
Simi Valley, California 93065
(805) 584-4400; www.rsrpd.org