



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

PARK & CAMPGROUND SPECIALIST I
Application Deadline: October 1, 2021

DEPARTMENT: County Administration, Parks and Recreation Division
LOCATION: Countywide
SALARY: Range 50 \$3094 \$3253 \$3413 \$3580 \$3764**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DISTINGUISHING CHARACTERISTICS: This is the entry and full working level in the Park & Campground Specialist series. Incumbents perform the full range of tasks associated with public use of campground and other park facilities, and the maintenance of these facilities.

ESSENTIAL JOB DUTIES: Receives and registers park visitors, collects fees and provides information as needed; accounts for receipts; inspects various park areas; gives directions and explains interesting features relating to park facilities; oversees boating, swimming, and other regulations such as recreational vehicle use and control of pets; performs general maintenance work such as mowing lawns, raking leaves, repairing plumbing, roofs, drains, floors, cleaning restrooms, and painting; performs minor construction work such as constructing restrooms, framing walls, mixing and pouring cement, installing windows and doors; operates various equipment such as trucks, backhoe, loader, chainsaw, lawn mower, and hand tools; maintains equipment.

EMPLOYMENT STANDARDS:

Experience/Education: High school graduate or equivalent with one year of related prior outdoor maintenance and public contact experience.

Knowledge of: Purposes of the County park system; geography, points of interest, and principal recreation areas in the park system; construction, repair, maintenance, and basic lawn maintenance work; operation of tools and equipment necessary for construction, repair, maintenance, and lawn maintenance work; principles of supervision.

Ability to: Oversee park regulations; perform general maintenance and minor construction work; operate equipment used for general maintenance and minor construction work; understand and carry out oral and written instructions; maintain usage statistics; communicate effectively and deal tactfully with the general public and others contacted in the course of work; work outdoors for extended periods under varying weather conditions, including extreme temperatures, sun, wind, and insects; handle, feel, and operate objects, tools, or controls; reach with hands and arms; stand, walk, and talk or hear; sit, climb and descend stairs and balance; stoop, kneel, crouch, and crawl; lift and carry up to 75 pounds.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special requirements: The position may be required to supervise inmates performing maintenance work. This position may be required to work on holidays, weekends, and evenings as needed. You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation. Your position may be required to serve as a Disaster Service Worker during a County emergency.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

APPLICATION: Applications **must be received** in the Inyo County Personnel Office, P.O. Box 249, Independence, CA 93526 no later than 5:00 p.m. on **October 1, 2021 (postmarks not accepted)**. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED FOR ONE YEAR IN FILLING COUNTYWIDE VACANCIES THAT MAY OCCUR IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County hires only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites located throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancha) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.