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# Arcade Creek Recreation and Park District

## POLICY HANDBOOK

**POLICY TITLE:** Administrative Manager

**POLICY TITLE:** 2901

**SALARY RANGE:** \$66,554.95 - \$81,303.97 Annually

**FSLA STATUS:** Exempt

### WHO WE ARE:

The Arcade Creek Recreation and Park District was established August 31, 1959. The district is in the north central section of Sacramento County including portions of Arden-Arcade, North Highlands, Carmichael, and Foothill Farms. It is bounded by Madison Avenue on the north, Manzanita Avenue on the east, Cypress Avenue and Winding Way on the south and Watt Avenue on the West. The five square mile district has approximately 23,000 residents.

***This position requires the candidate to be in-office and to work in a team environment.***

### SUMMARY:

The Administrative Manager plays an integral role in maintaining, preparing, and reviewing operational reports and budgets for the park district. Key responsibilities include developing, reviewing, and improving policies, systems, and procedures. Additionally, the Administrative Manager ensures the office operates smoothly, efficiently, securely, and effectively.

### ESSENTIAL FUNCTIONS:

- Reconcile receipts, bank deposits and revenue ledgers.
- Manage all onboarding and offboarding employees, accounts payable, accounts receivable, and daily accounting functions.
- Work with the County and outside auditors on district records.
- Responsible for the development and maintenance of time and leave records, payroll entry and tracking.
- Responsible for the security of personnel records and maintaining files on all district employees.

- Responsible for the development and maintenance of the District Board of Director's records.
- Serve as Secretary to the Board of Directors, which can include taking minutes at board meetings, preparing correspondence and reports, and assembly and distribution of materials for monthly board meetings.
- Handles program and facility registration and fee collection.
- Responsible for all financial and personnel matters in the district, in the General Manager's absence.
- Act as District's Risk Manager, scheduling and organizing Safety meetings, training, and inspections.
- Maintains and processes workers' compensation claims and general liability claims.
- Responsible for keeping an inventory of district office supplies.
- Maintenance of District files, records, and archives.
- Serves as receptionist and provides front office customer service to the public.
- Assist with special events and other district programs as needed.
- Other work as assigned.

#### **REQUIRED SKILLS/ABILITIES:**

- Excellent communication and organizational skills.
- Strong attention to detail.
- Ability to work collaboratively with all staff and public with minimal supervision.
- Ability to adapt to new or changing processes quickly and efficiently.
- Ability to problem solve, using data analytics.
- Strong computer skills required with proficiency in MS Office.
- Proven ability to manage multiple projects while maintaining strict attention to detail.
- Budget development and fiscal control.
- Possession of or ability to obtain a valid class C California driver's license.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree in accounting, business or public administration, finance, or another related field. Equivalent experience in an Administrative Manager role can be used in the absence of a bachelor's degree.

**SUPERVISORY RESPONSIBILITY:**

None.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, and printers.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to stand, walk, reach, twist and turn, kneel, bend, squat, grasp, and make repetitive hand movements in the performance of their daily duties. The ability to lift paper and equipment weighing 25 pounds or more is required.

**TRAVEL:**

This position may require travel between different park locations within the district and district business conducted at the Sacramento County Office.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contain a comprehensive list of all job functions. Duties and responsibilities may change at any time with or without notice.

**JOB TYPE:**

Full-time

**BENEFITS:**

- 10 - 20 vacation days per year depending on length of service.
- Sick leave includes 7 days per year.
- 13 paid holidays per year.
- District paid medical, dental, and vision for employee.
- Retirement benefits include contributions towards social security and the district participates in the CalPERS retirement program.

**SCHEDULE:**

- 8-hour shift
- Generally, Monday to Friday
- Occasional Nights and Weekends

**EQUAL OPPORTUNITY STATEMENT:**

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status or pregnancy.

**EMPLOYMENT APPLICATION**

**ARCADE CREEK RECREATION AND PARK DISTRICT**

4855 Hamilton Street, Sacramento, CA 95841

[acrpd@arcadecreekrecreation.com](mailto:acrpd@arcadecreekrecreation.com)

Office (916) 482-8377

Fax (916) 483-1321



**PERSONAL INFORMATION**

<b>Name (Last, First, MI)</b>	<b>Date</b>
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<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<p><b>Phone Number</b></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> Are you authorized to work in the U.S.?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> Have you ever been employed by ACRPD?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> Do you have any relatives currently employed with ACRPD?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> Are you at least 18 years of age?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> Are you a US Veteran?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> Do you speak multiple languages?  <i>If so, please share which languages:</i></p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> Are you currently employed?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/> <i>If so, may we contact your employer?</i></p>	<p><b>Email</b></p> <p><b>Employment Desired:</b></p> <p>Full Time <input type="checkbox"/></p> <p>Part Time <input type="checkbox"/></p> <p>Seasonal <input type="checkbox"/></p> <p><b>Position</b></p> <p><b>Desired Salary</b></p> <p><b>Available Start Date</b></p>
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**EDUCATION**

Type	Name Location	Major	Graduated	Avg. Grade
Grammar School				
High School				
College				
Business or Trade				
Subjects of special study or research				

<b>Certifications / Licenses</b>	<b>Exp Date</b>
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**EMPLOYMENT HISTORY**

*Please list your previous three employers.*

\_\_\_\_\_  
**Agency / Company**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Month/Year**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Reason**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Website**

**Duties Summary**

**May we contact this employer?**    Y  N

\_\_\_\_\_  
**Agency / Company**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Month/Year**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Reason**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Website**

**Duties Summary**

**May we contact this employer?**    Y  N

\_\_\_\_\_  
**Agency / Company**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Month/Year**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Supervisor**

\_\_\_\_\_  
**Reason**

\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_  
**Website**

**Duties Summary**

**May we contact this employer?**    Y  N





## SUPPLEMENTAL QUESTIONNAIRE

Administrative Manager

Name:

Date:

- How many years of experience do you currently have in an administrative role? Please share with us the most current agency and your responsibilities serving the agency.
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- Please check the box below accordingly to rate your technical skill level as it pertains to computer software:
- -

MS Excel	MS Word	Outlook	COMPASS*	Internet	PowerPoint

Board Clerk	Social Media	Acct Payable	Acct Rec'v	Active Net	Record Retention



3. **ACRPD is a flat organization with multiple competing priorities; share with us steps you take to set priorities, track timelines, and ensure tasks are complete.**

4. **We serve a dynamic population enthusiastic about recreation and parks services. Please describe how you were able to mitigate a demanding situation involving a demanding customer. What was the outcome, and would you have done anything differently?**

5. **Working together as a team is critical for success in this role. It is an important aspect of the Arcade Creek Recreation and Park District. If selected as Administrative Manager, how will you ensure collaboration with your colleagues and team is effective, and how would you expand collaboration with residents?**