



## SANTA CLARA COUNTY PARKS & RECREATION

*invites applications for the position of*

### Program Manager I - Cultural Resources

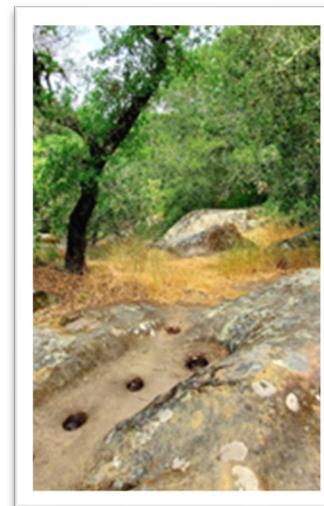
*Salary Range \$112,195.20 to \$136,431.36 annually*

*Benefit package includes participation in the California Public Retirement System (CalPERS), Health/Dental/Vision Insurance, generous paid holidays, and paid leave, as well as available Deferred Compensation Plan, and more.*

The Cultural Resources Program Manager is a new and exciting position dedicated to developing and fostering a cultural resource stewardship program for the Santa Clara County Parks Department. Duties will include



leading and implementing standards and processes for evaluating, recording, and protecting historic and cultural resources and sites. If you are passionate about protecting and preserving these valuable resources so that the legacy of our history can be passed on to future generations, we encourage you to apply.



**What are we looking for?** The ideal candidate will be a self-starter, be extremely organized and collaborative as well as possess experience in program creation, development, and oversight. In addition, the candidate should also possess experience in research and field project work in archeological investigation or cultural/historic resource management and protection programs. A Major course work in archaeology, anthropology, history, or cultural resources management is highly desired.

### *Position Requirements*

**Training and Experience:** Training and experience equivalent to possession of a bachelor's degree. Relevant experience can substitute for education on a year-for-year basis and includes experience performing analytical, administrative, lead, supervisory, or management duties which include interpreting rules and regulations, gathering data and formulating recommendations and report writing.

**AND**

Four (4) years of analytical, administrative, lead, supervisory or management experience interpreting rules and regulations, gathering data and formulating recommendations, and report writing, one (1) year of which must be at the journey level. A Master's Degree can substitute for one (1) year of the required experience.

**Knowledge of:**

- Program development and evaluation;
- Techniques of organizing and motivating groups;
- Personnel management techniques;
- Methods of administrative problem solving;
- Principles of organization and administrative, fiscal and program management; principles of employee supervision, training, and development;
- Community and agency consultation methods and procedures;
- Computer applications, including but not limited to word processing, spreadsheets, data base management software, presentation, and electronic mail software.

**Ability to:**

- Plan, organize, control, and evaluate a public service program;
- Manage initiatives, collect, and analyze data for the purpose of evaluating services and or programs;
- Plan and assign workloads clearly and effectively;
- Train, develop and motivate staff;
- Deal effectively with a variety of government and community officials;
- Speak effectively in public;
- Integrate the activities of a program to attain program goals;
- Prepare and review reports;
- Develop and recommend effective courses of action;
- Develop and effectively utilize all available resources;
- Establish and maintain program's objectives, priorities, and policies;
- Consult with and advise top administrator on the activities and status of the program;
- Develop short and long range budget plans that accurately reflect program needs. May require the ability to apply the tools of a specialty subject area.

## *Santa Clara County Parks Career Opportunities*

To learn more about careers in Santa Clara County Parks, see our posting for the Program Manager I - Cultural Resources or our other career opportunities visit our career site at: [Parks.sccgov.org/careers](https://Parks.sccgov.org/careers).

## *Vision and Mission of Santa Clara County Parks*

The mission of Parks Department is to provide, protect, and preserve regional parklands for the enjoyment, education, and inspiration of this and future generations.

The vision of the Santa Clara County Park and Recreation Department is to provide a sustainable system of diverse regional parks, trails and natural areas that connects people with the natural environment, supports healthy lifestyles, offers outstanding visitor experiences that renew the human spirit, while balancing recreation opportunities with the protection of natural, cultural, historic, and scenic resources.

For more information about Santa Clara County Parks, visit [Parks.sccgov.org/careers](https://Parks.sccgov.org/careers).

*The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.*

