

## **EAST BAY REGIONAL PARK DISTRICT**

### **PARK UNIT MANAGER**

#### **GENERAL FUNCTION:**

Under general direction, performs managerial work involving considerable responsibility, complexity, and variety. Provides direction and exercises first level management responsibilities for several parks and facilities consolidated by their environmental and recreational similarities, i.e., shorelines, lakes, parklands, regional trails, recreation areas and interpretive parklands. Plans, develops and achieves published operational goals and standards by coordinating and overseeing the operations of assigned parks, facilities, and programs. Performs representational duties internally and externally with unit staff, District departments, outside agencies, concessionaires, special interest groups and the general public.

#### **ESSENTIAL FUNCTIONS:**

As one of several unit managers, supervises individual park first-line supervisors within assigned category of parks and facilities. Exercises second and third level supervisory responsibilities over a large unit workforce of regular, seasonal and temporary park maintenance classifications, support personnel; indirectly over a large number of volunteers, and both directly and indirectly, over contract concessionaires. Ensures senior management policy, programs, goals, objectives and guidelines are understood and met. Key program objectives include allocating appropriate resources necessary to operate and maintain parks and trails. Manages physically dispersed parks and facilities through coordinated leadership assuming overall responsibility for a significant Operating and Capital Budget. Develops, justifies and defends proposed budget submissions, including annual Budget Objectives. Provides direction and oversight for the diverse elements of a complex unit, ensuring that specifically assigned ongoing and annual operational and financial objectives are met. Resolves internal problems and issues and coordinates with other District staff on broader problem and issues. Confers regularly with the Chief of Operations, with Unit staff, and with staff from other District departments to address issues.

Performs representational duties for assigned parks, facilities, and programs with concessionaires, community and special interest groups, public agencies, contractors, and the general public. Typical responsibilities include participating in negotiating, managing and monitoring contracts, leases and agreements; responding to public agency and public inquiries and complaints, and the overall maintenance of good public relations, including making public presentations. May also serve as a District representative to external organizations related to assigned unit, such as public agencies, water districts, local municipalities, park neighbor associations. Ensures that the District's operational, maintenance, and financial interests receive maximum attention and that decisions are consistent with overall District goals and objectives. Serves on internal District committees, working groups and/or ad hoc task forces, providing parkland operational expertise and contributing to the attainment of successful results. Prepares and reviews a variety of correspondence, Board material, manuals, and reports. Motivates, develops, and evaluates staff. Provides leadership and assistance to staff in personnel and labor relations matters. Develops maintenance and operational standards, evaluates staff's performance regarding these standards. On call to respond to a wide range of

potential public operation or maintenance emergencies, as well as disasters caused by fires, flood, earthquakes, or other natural events.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in park management, environmental science, public administration or a closely related field; and

Experience: Four years of experience in park operations. At least two of the four years should be at a supervisory level. Additional experience in park and facility maintenance is desirable.

Substitution: A Master's Degree in park management, environmental science, public administration or a closely related field may be accepted as an equivalent to one and a half of the required four years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of park operations and specific knowledge of the operational programs of the specialized unit category of parks and facilities under recruitment. General understanding of routine parks and facilities maintenance. Thorough knowledge of management and supervisory principles and practices, and sound judgment and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups are also required. Knowledge of park design, blueprint reading, traffic circulation, revenue collection, and labor relations principles. Familiarity and skill with various computer programs. Ability to serve as a representative of the unit and the District with other District staff, external organizations, and the public.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position.

REPORTS TO: Chief, Park Operations

Employment Category: Management, Range MG04

Adopted by Board: 07/05/1989

Revised by General Manager: 12/31/2001

New Salary Range (MG04) Approved by Board, September 19, 2006, to be effective 1/1/07: Resolution #2006-9-220

Revision Approved by General Manager: October 16, 2006