

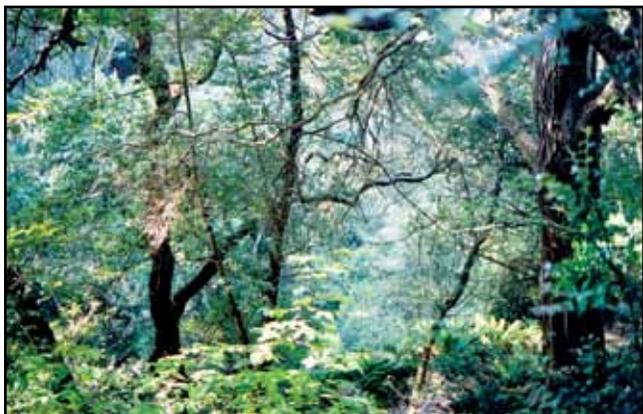
ASSISTANT GENERAL MANAGER

For Interagency Planning, Land Acquisition and Regional Trails



East Bay 
Regional Park District





UNIQUE OPPORTUNITY

The East Bay Regional Park District invites your interest in this key leadership position for the largest regional park district in the country.

THE EAST BAY REGIONAL PARK DISTRICT

The East Bay Regional Park District serves a populace of approximately 2.5 million in Alameda and Contra Costa Counties on the eastern side of the Oakland/San Francisco Bay region. The District manages more than 112,000 acres, and offers the outdoor enthusiast a wide variety of recreational opportunities that include picnicking, swimming, boating, or fishing on a choice of 9 freshwater lakes and swim lagoons, playing 18 holes on one of the two District golf courses, participating in one of more than 15 annual special events and festivals, or simply taking in the scenic views of the San Francisco Bay shoreline. District headquarters are located in the Oakland hills near the Oakland Zoo.

VISION STATEMENT

The East Bay Regional Park District will preserve a priceless heritage of natural and cultural resources, open space, parks, and trails for the future and will set aside park areas for enjoyment and healthful recreation for generations to come. An environmental ethic guides us in all that we do.

Alameda and Contra Costa Counties are a blend of culturally and ethnically diverse communities. This mixture of cosmopolitan and suburban communities provides a highly suitable environment for raising a family. The Counties offer a lifestyle unique to one of the nation's most popular regions. The East Bay population is highly diverse economically as well. You'll find some of the finest educational systems, offering industry and individuals the broadest possible selection of public and

private learning and research facilities. Educational institutions in the region include the University of California at Berkeley, St. Mary's College, Mills College, California State University East Bay, and numerous other community, city and private colleges.

The East Bay is proud of its extensive cultural resources. The Oakland Museum offers lessons in the rich history of California's people, places and events. Berkeley's Cal Performances and the Oakland East Bay Symphony offer a complete season of live musical performances. The East Bay also serves as home to three major professional sports franchises.

THE ORGANIZATION

The East Bay Regional Park District was incorporated in 1934 as a California Special District for the purpose of acquiring park, recreation and open space land and developing, operating and maintaining this land. The District is governed by a seven-member Board of Directors that determines policy. Board members are directly elected on a ward basis for 4-year terms. Each Director represents a specific geographic area of the District whose boundaries encompass 1,745 square miles on the eastern side of the San Francisco Bay, including all of Alameda and Contra Costa Counties. The Park District's 2012 budget totals \$176.8 million (operating and capital). 2012 General Fund appropriations total \$101 million. At this time the District has 721 full-time equivalent positions. The District receives 82% of its General Fund operating revenues from property taxes. The District's General Manager reports to the Board of Directors, and oversees an organization with a core mission: *To acquire, develop, manage, and maintain a high quality, diverse system of interconnected parklands which balances public usage and education programs with protection and preservation of our natural and cultural resources.*

Visit the District website at www.ebparks.org
District Master Plan at www.ebparks.org/planning/mp





THE POSITION

The Land Division develops strategies and pursues purchases to fulfill the District's mission of acquisition of real property containing significant biologic, geologic, scenic and historic resources in Alameda and Contra Costa Counties, in compliance with the District's Master Plan. The Assistant General Manager (AGM) for Interagency Planning, Land Acquisition and Regional Trails reports to the General Manager, and oversees a \$10 million operating budget and a \$300 million capital acquisition program. The Land Division consists of 19 staff (including the AGM). The Assistant General Manager provides executive leadership to subordinate program managers with overall responsibility for parkland acquisition, environmental review and compliance, interagency planning coordination, and trails acquisition and development. With six direct reports (four Department Managers, one Administrative Analyst II and one Secretary), the AGM for Interagency Planning, Land Acquisition and Regional Trails oversees four Land Division Departments:

Environmental Programs – Monitors the environmental impact of land use policy changes and development activities of other agencies that may affect District interests. The Department also performs CEQA compliance and mapping for proposed acquisitions, manages implementation of the East Contra Costa County Habitat Conservation Plan and Resource Enhancement Program, and provides geographic information system services to support the District's mission.

Interagency Planning – Takes the staff lead in coordination with public agencies, non-governmental organizations, the private sector and other key stakeholders to achieve mutual planning and land use goals and reviews projects by others which might have direct and significant effects on the District. This includes, but is not limited to, general plans, planning permits, and land use projects.

Land Acquisition – Serves the District's real estate needs, including negotiating regional parkland acquisitions ranging from large multi-acre ranches to small trail segments, rights

of way, easements, licenses and leases. Land Acquisition is also responsible for resolving encroachment and trespass issues, providing improved public access to parks and trails and addressing the District's operational needs.

Trails Development – Works to complete the Park District's Regional Trail network as depicted in the District's 2007 Master Plan map. The Department also works with Operations staff to design and construct new narrow trails within parklands and to develop solutions for maintenance of existing trails. The Department is also responsible for implementing the Ivan Dickson Volunteer Trail Maintenance Program, which involves the public in maintaining the District's trails.

The AGM works closely with the General Manager and Board members, and serves as a key member of the District's executive leadership team with significant involvement in overall District strategic planning and management. The AGM represents the District with external governmental agencies, elected officials, and serves on various boards and committees on matters dealing with parkland acquisition funding.

The vacancy for this position will exist due to the upcoming retirement of the current AGM for Interagency Planning, Land Acquisition and Regional Trails, Nancy Wenninger.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced manager/administrator who possesses a thorough knowledge of land acquisition planning and execution, environmental compliance, real property law including eminent domain, and interagency planning in a parks operation environment. Highly qualified candidates will be able to effectively manage within a public agency environment with numerous governmental policies and practices, and will have deep knowledge of land use planning and real property law. This collaborative, enthusiastic and results-oriented leader will bring outstanding communication, interpersonal and consensus-building skills and must be able to work cooperatively with the District's executive



management team and with the District's elected officials who maintain a keen interest in the workings of the Land Division. As the Assistant General Manager works closely with the General Manager's office on legislative efforts at the state and federal levels for land and trail acquisition funding, candidates who are proficient in grants management and funding partnerships with the demonstrated ability to leverage funds and seek funding sources will be favorably considered. Strong candidates will be experienced in working with other public and nonprofit partners in order to complete the District's Master Plan goals. The ideal candidate is an effective multi-tasker, possesses strong organizational skills, and is a creative problem-solver who can deal with controversy squarely and effectively. Strong management skills in order to lead a skilled and talented Land Division staff are paramount.

Specific requirements are as follows:

Qualifications

Experience: At least eight years of full-time experience in real estate law and finance, land acquisition, acquisition planning, community planning, environmental compliance, and/or parks management, three of which must have been at the senior management level. (A Master's degree in business, real estate, community planning, finance, environmental science/engineering, or a closely related field may be accepted as an equivalent to a maximum of three of the required eight years of experience). **AND:**

Education: A Bachelor's degree from an accredited college or university is required in business, real estate, community planning, finance, environmental science/engineering, park and recreation administration, public administration, or closely related field.

COMPENSATION AND BENEFITS

The salary range for this position is **\$124,787 to \$159,303** with possible future merit steps up to \$184,429. The District also offers an attractive benefits package with the following elements:

Retirement Plans – CalPERS 2.5% @ 55 (effective July 1, 2012 employee pays 4% of employee portion to PERS with District contributing 4%); 401(a) deferred compensation plan and a voluntary 457 deferred compensation plan.

Health Plan – The District participates in the CalPERS medical plan; District pays entire Kaiser premium or the cost of Kaiser coverage toward an alternative medical plan. Dental plan premiums also paid by the District. Optional vision care plan available.

Life Insurance/AD&D – District provides coverage for up to 2.5 times annual salary (maximum \$300,000).

Flexible Spending Accounts – premium only benefit plus dependent care and medical.

Holidays – 13.5 days/year.

Vacation – 12 days per year minimum increasing depending on years of service.

Administration Leave – 40 hours per year.

Long Term Disability – 70% of pre-disability earnings to a maximum monthly benefit of \$5,000.

Sick Leave – accrued at the rate of one day/month.

Miscellaneous – additional benefits including tuition reimbursement and employee assistance program.

The entire list of District benefits may be found at the following link: www.ebparks.org/job/resources

APPLICATION AND SELECTION PROCEDURE

To be considered for this exceptional career opportunity, submit your resume, cover letter, a list of four work-related references and current salary by **Friday, July 20, 2012**. Resume should reflect years **and** months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Forward your materials to Stuart Satow:



CPS HR Consulting
241 Lathrop Way
Sacramento, California 95815
Tel: 916 263-1401
Fax: 916 561-7205
E-mail: resumes@cps.ca.gov
Website: www.cps.ca.gov/search

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in late July and early August. CPS HR Consulting will report the results to the East Bay Regional Park District. The District will then select candidates to be invited to participate in an assessment process at District headquarters in Oakland scheduled for the **week of August 27th**. An offer of appointment is expected shortly thereafter following extensive reference and background checks. For additional information about this position please contact Stuart Satow.