

## EAST BAY REGIONAL PARK DISTRICT

### **ASSISTANT GENERAL MANAGER FOR OPERATIONS**

#### **GENERAL FUNCTION:**

Under general direction, this position provides senior leadership to subordinate managers and supervisors with responsibility for operations of the District's parks and regional trails. Principle responsibilities are park operations, interpretive and recreational services, and maintaining infrastructure and equipment. Also serves as a key member of the District's executive leadership team with significant involvement in overall District strategic planning and management.

#### **ESSENTIAL FUNCTIONS:**

Serves as a senior manager, directly supervising program managers in the distinct functional areas of park operations, interpretive and recreational services and maintenance. Exercises full first level supervisory responsibilities over a small staff of professional and support employees. Exercises second through fourth level supervisory responsibilities over a very large workforce of permanent, seasonal and temporary professional, technical, administrative and support employees, and indirectly over a large number of contract concessionaires and volunteers. Manages diverse programs through coordinated leadership assuring the Division meets specifically assigned ongoing and annual operational and financial objectives. Assumes overall responsibility for managing a very large Operating and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves intra-divisional problems and issues and coordinates with other division heads on inter-divisional problems and issues.

Individually, serves as a District's representative to a number of external governmental organizations assuring that the District's operational and financial interests receive maximum attention and decisions are consistent with overall District strategic planning. Current representational duties also include: staff coordinator for board operations committee, liaison to Alameda County Water, San Francisco Water, Chabot Space and Science Center, J.P.A., contacts with elected officials, business and special interest groups requiring significant interpersonal communication skills when issues are conflicted and maintaining the District's positive public image is critical.

Serves as a member of the District's senior management staff. Chairs or serves on several key planning work groups that provide critical input to the General Manager and/or Board of Directors on long term operational and financial plans and strategies that will achieve fiscal solvency and meet the District's vision for the future. Provides technical expertise on park operations and related services, which is critical because park operations is a significant portion of the District's operating budget and the general public's overall perception of the District's mission. On call to respond to a wide range of potential public operational or maintenance emergencies, as well as disasters caused by fire, flood, earthquake, or other natural events.

#### **MINIMUM QUALIFICATIONS:**

Education: Bachelor's degree from an accredited college or university in parks management, park and recreation administration, business or public administration, forestry, landscape architecture, or closely related field; and

Experience: Eight years of experience in park management, two and a half of which must have been at the senior management level.

Substitution: A Master's degree in parks management or a closely related field may be accepted as an equivalent to a maximum of three of the required eight years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of park operations to include a wide variety of outdoor recreational and interpretative programs, and maintenance management. Must possess significant knowledge of general management, and supervisory principles and practices, and sound judgement and leadership skills. Well developed verbal and written communication skills and the ability to work cooperatively with divergent groups, local, state and federal elected officials.

SPECIAL CONDITIONS OF EMPLOYMENT:

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

REPORTS TO: General Manager

Employment Category: Management, Range MG09  
Replaces "Assistant General Manager, Planning and Operations"  
Adopted by Board: May 21, 2002  
Resolution #: 2002-5-111

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