

EAST BAY REGIONAL PARK DISTRICT

ASSISTANT GENERAL MANAGER FOR INTERAGENCY PLANNING, LAND ACQUISITION AND REGIONAL TRAILS

GENERAL FUNCTION:

Under general direction, this position provides senior leadership to subordinate program managers with overall responsibility for parkland acquisition, environmental compliance, interagency planning coordination and trails acquisition and development. Personally represents the District with external governmental agencies, elected officials and serves on various boards and committees on matters that deal with parkland acquisition funding. Also serves as a key member of the District's executive leadership team with significant involvement in overall District planning and management.

ESSENTIAL FUNCTIONS:

Serves as a senior manager, directly supervising program managers who individually exercise specialized responsibilities for parkland acquisition, environmental compliance, interagency planning coordination and regional trails development. Exercises second level supervision over a small to moderate staff of technical, administrative and support employees. Assigned functions include the development of parkland acquisition strategies; negotiating acquisitions; input into the District's Master and Land Use Plans; protecting District holdings against encroachment; representing the District's interests in dealing with other governmental entities' land use plans; assuring District compliance with all environmental laws and reporting requirements; and acquisition and development of the District's trails system. 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 large Operating and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves intra-divisional problems and issues and coordinates with other department heads on inter-divisional problems or issues.

Personally 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 financial planning. Representational duties also include contacts with elected officials, business and special interest groups requiring significant interpersonal communication skills, especially concerning external funding for District initiatives when funds are limited and competition is significant. Provides support to the General Manager in efforts to secure outside funding, grants for various projects and provides additional support for legislative priorities of the District.

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. Provide technical expertise on parkland acquisition and related fields, which are critical, because successful expansion is essential to meeting both the environmental and recreational needs of the general public.

MINIMUM QUALIFICATIONS:

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

Experience: Eight years of 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.

Substitution: 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 require eight years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of land acquisition planning and execution, environmental compliance and land use legalities, and inter-agency planning in parks operation environment. 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 are also required.

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 MG08
Replaces "Assistant General Manager, Land Acquisition"
Adopted by Board: May 21, 2002
Resolution #: 2002-5-111

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