

EAST BAY REGIONAL PARK DISTRICT

ASSISTANT GENERAL MANAGER FOR PLANNING, STEWARDSHIP, DESIGN AND CONSTRUCTION

GENERAL FUNCTION:

Under general direction, this position provides senior leadership to department program managers with overall responsibility for planning land use and development, natural resource stewardship, and designing and constructing park facilities. Personally represents the District with external governmental agencies, elected officials and serves on various boards and committees on matters that deal with parkland planning and development. 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 the functions of park planning, stewardship, and facility design and construction. Exercises second and third level supervisory responsibilities over a moderate staff of professional, technical, administrative and support employees. Assigned functions include responsibility for preparing the District's Master and Land Use-Development Plans; devising resource strategies for wildland, fisheries, integrated pest, water quality and wildlife management; environmental compliance, maintaining (except for Advance Planning, Land Acquisition, and Regional Trails Division) the District's Geographic Information System (GIS); preparing and implementing the District's Capital Improvement Plan; designing park facilities; and construction management. Manages diverse programs through coordinated leadership assuring the Division meets specially 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 division heads on inter-divisional problems or issues.

Serves as District representative to a number of external governmental organizations assuring that the District's planning interests receive maximum attention and decisions are consistent with overall District operational and financial planning. Representational duties also include contact with elected officials, business and special interest groups requiring significant interpersonal communication skills when issues are conflicting 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 planning, design and construction and natural resource management, which are critical because of the high public visibility of these activities and legal/financial consequences of error.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from an accredited college or university in architecture, landscape architecture, regional or environmental planning, civil engineering, natural resource management, park and recreation administration, or a closely related field; and

Experience: Eight years in one of several related capacities, i.e., land-use planning and development, architecture and landscape design or natural resource management, three of which must have been at the professional senior management level.

Substitution: A Master's Degree in architecture, landscape architecture, regional or environment planning, civil engineering, natural resource management or a closely related field may be accepted as equivalent to a maximum of two of the required eight years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of the professional practices and principles of architecture, landscape architecture, civil engineering, land use planning, GIS applications and the specialties of wildlife, vegetation, water quality, fisheries and integrated pest management. Thorough knowledge of regional government's General Plans, zoning and permitting regulations. Working knowledge of state and federal environmental laws and regulations. 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 MG07
Replaces "Assistant General Manager, Planning, Design and Stewardship"
Adopted by Board: May 21, 2002
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