

## EAST BAY REGIONAL PARK DISTRICT

### **CHIEF, PARK OPERATIONS**

#### **GENERAL FUNCTION:**

Under general direction, this position provides direction and overall management of the decentralized day-to-day operations of the District's various parks and facilities at 36 work locations throughout 93,000 acres of parklands and 1,000 miles of trails. Performs representational duties related to assigned programs.

#### **ESSENTIAL FUNCTIONS:**

Serves as a middle manager, directly supervising subordinate unit managers, mine manager, and a revenue manager in the daily operations and routine maintenance of 59 park sites and 29 regional trails. Evaluates and implements operating requirements for new parks and trails. Additional responsibilities include managing special park operating licenses, vendor contracts, special use agreements, volunteer programs, park security residences, collecting user fees, and supporting police and fire emergencies. Key program objectives include allocating appropriate resources necessary to operate and maintain parks and trails safely and efficiently. Exercises second and third level supervisory responsibilities over a large workforce of permanent, seasonal and temporary professional, technical, administrative and support employees and indirectly over a large number of volunteers and vendors. Within the Department, establishes, promotes and monitors professional standards and development. Manages assigned programs through coordinated leadership assuring the Department meets specifically assigned on-going and annual operational and financial objectives. Assumes overall responsibility for a large Operating and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves intra-departmental problems and issues and coordinates with other District organizations on broader problems and issues. Serves on many internal committees, working groups and/or ad hoc task forces, providing assigned program expertise and contributing to the attainment of successful results.

Individually, serves as a District representative to various parkland operations related external organizations, e.g., water districts, local municipalities, park neighbor associations, special interest groups, and staff assigned Board committees at the Park Advisory Committee. 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: A Bachelor's Degree from an accredited college or university parks management, forestry, landscape architecture, or a closely related field;  
and
- Experience: Six years of experience in park management, two of which must have been at the middle 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 two of the required six years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of parkland operations and routine maintenance methods, techniques, principles, and practices. Must possess significant knowledge of management and supervisory principles and practices and sound judgment and leadership skills. Well developed verbal and written communication skills and 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.

REPORTS TO: Assistant General Manager for Operations

Employment Category: Management, Range MG06  
Revision Approved by General Manager: 12/21/2001  
Adopted by Board: December 21, 2001  
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