

## EAST BAY REGIONAL PARK DISTRICT

### **GENERAL MANAGER**

#### **GENERAL FUNCTION:**

Under the policy direction of an elected Board of Directors, this position serves as the District's chief executive officer with overall responsibility for the implementation, direction, and leadership of the care and operations of an extensive and expanding system of parks, facilities, natural resources, recreational and educational programs. Maintains comprehensive relations with various legislative, governmental, special interest, community and nonprofit organizations to further the District's ongoing agenda, future initiatives and its positive public image.

#### **ESSENTIAL FUNCTIONS:**

In close association with the Board of Directors, actively participates in developing District policy, strategic planning objectives, budgets and expanding revenues. Recommends new or revised initiatives to enhance the acquisition, development, and operations of parklands that balances the varied needs of park visitors and the environmental responsibilities of natural resource stewardship. Exercises political insight and knowledge to recommend and implement successful legislative and ballot initiative strategies that assure adequate funding for the District's Master and Capital Improvement Plans.

Through a subordinate staff of senior managers, directs the day-to-day operations of a large two county special district that operates and maintains an over 92,000 acre diversified system of over 59 parks, recreational areas, wildernesses, shorelines, preserves and land bank areas; over 1000 miles of trails; and extensive recreational facilities and services. Directly supervises Assistant General Managers for the major program areas of advanced planning, land acquisition, and regional trails; planning, design, construction and stewardship; management services; legal and risk management; public affairs; park operations, interpretation and recreation; and public safety. Also directly supervises the Chief Financial Officer, Clerk of the Board, Legislative Assistant, Administrative Assistant, Consultants and other administrative staff as determined by budget needs. Manages diverse programs through participatory management assuring the District meets specifically assigned ongoing and annual operational and financial objectives. Indirectly manages a District workforce of over 600 professional, technical, administrative, clerical, trades and crafts permanent, temporary, and seasonal employees; and large numbers of volunteers, consultants and contractors. Assumes overall responsibility for the successful development and execution of an annual District Operating and Capital Budget in excess of \$124 million. Maintains effective relations with two labor unions representing the District's non-managerial workforce and assures the successful and cost effective recruitment and retention of the specialized skills need to staff a multi-disciplined and diverse workforce.

Maintains extensive and comprehensive contacts with elected representatives, and committee staff at the Federal, State and local legislative levels. Assesses various legislative proposals for impact on District operations, financial and strategic planning and seeks support for or against proposed measures with assistance of hired consultants and legislative advocates. Also develops and maintains effective associations with various municipalities and regional agencies that have jurisdictional, regulatory or partnership relationships with the District. Provides a senior leadership presence at critical meetings with non-profit organizations, special interest

groups and the general public when issues are sensitive or controversial and maintaining the District's positive public image and political viability are crucial.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree, supplemented with additional professional development from an accredited college or university in park management, business or public administration or a closely related field; and

Experience: Ten years of professional experience in public sector park management. At least three and half of ten years should be at senior management level of a very large, multi-function, and multi-funded organization. Experience maintaining effective legislative relations is desirable.

Substitution: A Master's Degree, supplemented with additional professional development in park management, business or public administration or a closely related field may be accepted as an equivalent to a maximum of three of the required ten years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles, methods and practices of managing a parks system with a wide variety of parklands, facilities, and recreational programs. Knowledge of various funding sources and the intricacies of the Federal and California legislative processes. General understanding of applicable legal and regulatory requirements of successful acquisition, environmental, contracting and public safety activities. Must possess extensive knowledge of management and supervisory principles and practices and sound judgment and significant leadership skills. Well developed verbal and written communication skills and the ability to persuade and work cooperative with divergent groups is 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: Board of Directors

Employment Category: Management, Range MG10

Adopted by Board: 5/17/1988

Resolution #:

Revised by General Manager: 12/24/2001

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