

EAST BAY REGIONAL PARK DISTRICT

ASSISTANT GENERAL MANAGER FOR FINANCE AND MANAGEMENT SERVICES

GENERAL FUNCTION:

Under general direction, this position provides senior leadership to subordinate program managers with overall responsibility for providing various support and administrative functions for the District. Personally represents the District with external governmental agencies, elected officials and serves on various boards and committees on matters that deal with various areas of expertise. 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: finance, information systems management, Peralta Oaks and Trudeau Training Center facility management, grants administration, and Clerk of the Board functions. Exercises second and third level supervisory responsibilities over a moderate staff of professional, technical, administrative and support employees. Assigned functions include oversight of all District financial activities through the CFO/Controller, ensuring the development and administration of appropriate accounting policies, financial planning and reporting systems; developing, supporting and maintaining the District's computer and phone information systems and local area networks; overseeing the operations and maintenance of the District's administrative headquarters building (Peralta Oaks), the Trudeau Training Center and Central Stores, and providing centralized office services. i.e., mail distribution, duplication, and switchboard and reception; administration of all incoming and outgoing grants from application to closure; and administration of the Clerk of the Board function. Organizes and facilitates the annual Board Workshop series to ensure communication and coordination of staff and Board project and budget priorities. Manages diverse programs through coordinated leadership assuring the Division meets specially assigned ongoing and annual operational and financial objectives. Assumes overall responsibility for managing the Division's and the District's Operating and Capital Budgets and develops, justifies and defends proposed budget submissions. Resolves intra-divisional problems and coordinates with other division heads on inter-divisional problems and issues.

Personally serves as a District 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 contact with elected officials, business, public 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 in several key management 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 assigned functional areas and assigned special projects which are critical because the consequences of error impact District-wide issues and could result in legal and/or financial difficulties.

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MINIMUM QUALIFICATIONS:

- Education: A Bachelor's Degree from an accredited college or university in public or business administration or a closely related field; and
- Experience: Eight years in one or more of several administrative capacities, i.e., executive management, human resource management, information system management, or grants administration. Additional experience in providing administrative support services and building management is desirable. Two of the eight years must have been at the senior management level.
- Substitution: A Master's Degree in public or business administration or a closely related field may be accepted as 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 general governmental accounting and budget standards and practices, laws and regulations governing public agency accounting practices and reporting. Understanding of the professional practices and principles of information systems and network management, grants administration, Brown act, agenda and records management for Board Clerk functions, and general administrative support and facilities management. Must possess significant knowledge of general management and supervisory principles and practices, and demonstrate sound judgment and leadership skills. Must have the ability to analyze complex multidisciplinary issues and implement enterprise-wide solutions. 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