



Midpeninsula Regional Open Space District  
**JOB ANNOUNCEMENT**

# **PUBLIC AFFAIRS MANAGER**

Salary: \$121,668 - \$151,956 annually

Second Review: May 1, 2017

Open Until Filled

The Public Affairs Manager position is an exciting opportunity for an energetic, strategic and collaborative leader to join the Midpeninsula Regional Open Space District team. The District protects more than 63,000 acres of land along the beautiful Santa Cruz mountains and Silicon Valley. In the next several years, the District will open three highly anticipated public access areas, including: Mount Umunhum, La Honda Creek, & Bear Creek. The Public Affairs Manager will lead District messaging, marketing, outreach and engagement with citizens, partners and legislators to further the agency's broader conservation and preservation mission.

***Put your passion for Open Space to work!***



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The Public Affairs Manager position is a premier opportunity for an energetic and collaborative leader to join the Midpeninsula Regional Open Space District as we move forward into the next chapter of our history. The ideal candidate for Public Affairs Manager will be an innovative, experienced professional with the demonstrated ability to lead, think, and act strategically to deliver the District's critical Public Affairs function and activities. Individuals interested in the position must possess strong verbal and written communication skills along with the capacity to develop and sustain effective working relationships with internal departments and partner agencies, as well as with elected officials at all levels of government. If you are passionate about contributing to the legacy of open space, we look forward to hearing from you.

### **THE POSITION**

The Public Affairs Manager is a collaborative member of the District's management team, responsible for overseeing the complex and varied functions and activities of a department of eight employees with an annual budget of over \$1.7 million. The Public Affairs Manager will develop department goals, programs, and manage the budget to support them. The incumbent is accountable for implementation of all department plans, public information, media relations, community outreach and engagement, promotions and branding, maintenance of the District's website, and governmental affairs, including working with partner agencies, elected officials at all levels of government, and lobbyists. In collaboration with other District departments and outside agencies, the Public Affairs Manager will work to further the District's goals, objectives, and mission within general policy guidelines.

### **POSITION REQUIREMENTS**

A minimum of five years of management-level experience in public relations, communications, or governmental affairs, or a related field is required. Candidates for Public Affairs Manager are expected to have a working understanding of District functions and activities, including the role of the Board of Directors. Successful candidates will have experience working in public information, community engagement, governmental affairs, and will bring creative problem-solving skills honed by experience to develop, oversee, and implement projects. Excellent verbal and written communication skills are also keys to success in this position along with the ability to represent the agency in front of the media when needed.

Educational requirements include a Bachelor's degree or equivalent in public relations, communications, public or business administration, or a related field and five (5) years of management experience in public affairs, community engagement, or a related area. A Master's degree in a related field is highly desirable. For a detailed job description, please see the Public Affairs Manager [job description](#) on the District website.

## OUR ORGANIZATION

The Midpeninsula Regional Open Space District's mission is "to acquire and preserve a regional greenbelt of open space land in perpetuity; protect and restore the natural environment; and provide opportunities for ecologically sensitive public enjoyment and education." To learn more about what we are passionate about, we invite you to visit our web site at [www.OpenSpace.org](http://www.OpenSpace.org) to view our [Video Gallery](#) page and our employee's "[Working for Midpen](#)" video on the Job page, and to read our newsletter, [Open Space Views](#).



Deanne Little

Headquartered in Los Altos, the District is divided into seven geographic wards, each represented by an elected Board member for a four-year term. As an independent special district, we enjoy the benefits of a politically stable environment, a dynamic Board of Directors, and a highly competent and dedicated staff of 165 employees. The administration offices include the following departments: public affairs, visitor & field services, real property, planning, engineering & construction, natural resources, and administrative services. The District's two field offices, located on the preserves, include approximately 60 staff members who provide patrol, maintenance, and visitor services.

The District has an annual 2016/17 budget of approximately \$58 million, with the primary revenue source a share of the annual total property tax collected within the District. As the District looks to the future, our Strategic Plan provides a vision of accomplishing all elements of the mission in a balanced, fiscally prudent, and sustainable manner. After focusing on land acquisition for nearly forty years, the District is purposefully elevating the other two key parts of the mission --protecting and restoring the lands, and providing public access and education-- to provide a better balance in the delivery of services to the public.

## OUR HISTORY

Through the determined and heartfelt efforts of local conservationists, the Midpeninsula Regional Open Space District was created by successfully placing a voter initiative on the ballot in 1972. Forty years later, the District has permanently preserved over 62,000 acres of mountain, foothill, and bayland open space in San Mateo, Santa Clara, and a small portion of Santa Cruz counties, creating 26 open space preserves. The District is working to form a continuous greenbelt of permanently protected open space by linking its lands with other public parklands. The District seeks these linkages for the creation of wildlife corridors as well as the expansion of interconnected regional trails from the uppermost portions of the Santa Cruz Mountains west to the Pacific Ocean, and east to San Francisco Bay.



## COMPENSATION

The salary range for the Public Affairs Manager is \$121,668 to \$151,956 annually. Appointment within the salary range will be made depending upon candidate qualifications.

## BENEFITS

The District provides an excellent comprehensive benefits package, including:

**Retirement:** CalPERS 2.5% at 55 plan for classic members or 2% @ 62 for new members

**Annual Paid Leave:** Vacation accrual starts at 15 days; personal leave 36 hours; administrative leave 64 hours; sick leave 12 days with no accumulation cap; and 11 paid holidays per year

**Health Insurance:** District paid premium for Delta dental and VSP vision insurance, and the majority of premium for CalPERS HMO or PPO medical insurance

**Additional Insurance:** District paid Life insurance benefit of twice annual salary amount up to \$350,000; plus AD&D. Employee paid LTD and SDI (nominal premiums)

**Optional Voluntary Benefits:** Supplemental Life insurance, retirement savings plans, flex spending

## THE RECRUITMENT PROCESS

**Second review of application materials will be conducted Monday, May 1, 2017.**

To be considered for this outstanding career opportunity, email your resume and letter of interest in the position to [HR@openspace.org](mailto:HR@openspace.org).

We highly recommend interested applicants apply by the first review date of March 28<sup>th</sup> to be considered for the position. Although the recruitment will remain open until the position is filled, acceptance of application materials may close at any time after March 28<sup>th</sup> without notice.

Application materials will be acknowledged promptly and interest in the position will remain confidential. General inquiries or questions regarding the position may be emailed to [HR@openspace.org](mailto:HR@openspace.org), or contact Pamela Mullen, Human Resources Analyst II, at 650-625-6547 or [pmullen@openspace.org](mailto:pmullen@openspace.org).

## RECRUITMENT SCHEDULE

*We recommend planning your calendar accordingly as these dates have been confirmed:*

Second review of applicants – May 1, 2017

Selection of candidates – Week of May 1, 2017

First interview – Week of May 8, 2017

Second interview – Week of May 22, 2017

General Manager interview – May 30, 2017



**Midpeninsula Regional Open Space District is an Equal Opportunity Employer**

Applicants with disabilities may request reasonable accommodation by contacting Human Resources 03-2017

***Put your passion for Open Space to work!***