



Midpeninsula Regional Open Space District

GENERAL MANAGER

DEFINITION

Under policy direction, plans, oversees, implements, and provides administrative direction and leadership for the care and operations of an extensive and expanding system of parks, facilities, natural resources, recreation, and educational programs; provides policy guidance and program evaluation to the Board of Directors and management staff; encourages and facilitates provision of services to the general public; fosters comprehensive and cooperative working relationships with intergovernmental, legislative, special interest, community, and nonprofit organizations to further the District's ongoing agenda, future initiatives, and positive public image; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction by the Board of Directors. Exercises general direction and supervision to the entire District staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

The General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and responsible for the enforcement of all District ordinances, policies, and procedures, the conduct of all financial activities, and the efficient and economical performance of the District's operations.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, and administers District operations, either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the District in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual capital improvement and operating budgets for the District; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the Board of Directors.
- Advises the Board of Directors on issues, programs, and financial status; prepares and recommends long- and short-range plans for District service provision, capital improvements, and funding; and 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.
- Oversees the administration, construction, use, and maintenance of all District properties, preserves, infrastructure, facilities, and equipment.
- Represents the District and the Board of Directors in meetings with governmental agencies,

- community groups, and various business, professional, educational, regulatory, and legislative organizations; acts as a District liaison with the media.
- Develops and maintains effective associations with various municipalities and regional agencies that have jurisdictional, regulatory, or partnership relations with the District.
 - Exercises political insight and knowledge to recommend and implement successful legislative and ballot initiative strategies that assure adequate funding for the District.
 - Assesses various legislative proposals for impact on District operations, financial, and strategic planning and seeks support for or against proposed measures.
 - Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District; provides a senior leadership presence at sensitive or controversial meetings with non-profit organizations, special interest groups, and the general public in order to maintain the District's positive image and political viability.
 - Provides for contract services and ensures proper performance of obligations to the District; has responsibility for enforcement of all District policies and procedures.
 - Oversees the selection, training, professional development, and work evaluation of District staff; oversees the implementation of effective employee relations and related programs; provides policy guidance and interpretation to staff.
 - Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
 - Oversees the maintenance of working and official District files.
 - Ensures that the Board of Directors is kept informed of District functions, activities, and financial status, and of legal, social, and economic issues affecting District activities.
 - Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, budget development and administration, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of public land management, open space and preserve maintenance, resource management, and operations, facilities, and recreational program development and management and long-term construction and maintenance planning and budgeting.
- Principles, practices, and procedures of park law enforcement, fire suppression and prevention, emergency medical response, and search and rescue.
- Principles, practices, and procedures of public administration.
- Functions, services, and funding sources of a public agency government.
- Functions, authority, responsibilities, and limitations of an elected Board of Directors.
- Applicable Federal and State laws, codes, ordinances, and regulations.
- Current social, political, and economic trends affecting the District and its service provision.
- Record keeping principles and procedures.
- Local flora, fauna, and geological resources and methods and techniques of wild land resource protection and restoration and District lands and boundaries.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors, and District staff, in person

and over the telephone.

- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the District.
- Work cooperatively with, provide staff support to and implement the policies of the Board of Directors.
- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls.
- Oversee all District financial activities, including administering investments, the development and implementation of the District budget and the control of all expenditures and purchases.
- Navigate the intricacies of the Federal and California legislative processes.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations and the media.
- Direct the preparation of and prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound independent judgment within general legal, policy, and procedural guidelines.
- Organize own work, coordinate projects, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, or a closely related field and eight (8) years of public sector park management or administrative experience in a large, multi-function, and multi-funded organization. Experience in working with an elected Board or Council, maintaining effective legislative relations, and a possession of a master's degree are highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve

data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: December 2010

REVISED: N/A

FLSA: Exempt