



## Midpeninsula Regional Open Space District

### **ASSISTANT GENERAL MANAGER**

#### **DEFINITION**

Under administrative and policy direction, provides highly responsible and complex management assistance to the General Manager and Board of Directors in coordinating and directing District-wide departmental activities and operations; assists the General Manager in executing the long-term vision for the District in collaboration with the Board of Directors and Department Managers; provides leadership to all District departments to enable Department Managers to effectively and efficiently maximize available resources; fosters cooperative working relationships among District departments and with intergovernmental, legislative, special interest, community, and nonprofit organizations; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; acts as General Manager in the General Manager's absence; performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative and general policy direction from the General Manager. Exercises general direction and supervision to the entire District staff through subordinate levels of supervision.

#### **CLASS CHARACTERISTICS**

This at-will executive management classification oversees, directs, and participates in all activities of the District's operations, including short- and long-term planning, policy development and administration, and enforcing all District ordinances, policies, and procedures. The incumbent regularly interacts with the General Manager, Board of Directors, and departmental representatives in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, District services, and activities, including the role of an elected Board of Directors and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities among all District departments and managing and overseeing the complex and varied programs, projects, and activities of the assigned function. The incumbent is accountable for accomplishing District-wide planning and operational goals and objectives within general policy guidelines.

#### **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.*

- Assists the General Manager in planning, organizing, and directing the services and activities of District departments and programs.
- Implements directives and policies from the General Manager; provides guidance and direction to Department Managers to coordinate and direct programs and projects; meets with Department Managers to identify and resolve organizational and operational problems both within departments and across departmental lines; ensures the successful completion of programs and projects.

- Contributes to the overall quality of the District's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Oversees use of District lands for special purposes and events, including assigned activities with other programs, outside agencies, and the general public.
- Participates in the negotiation and implementation of union contracts, analysis of union proposals, development of appropriate recommendations, and investigation of grievances and related labor relations matters.
- Oversees development of District and department budgets and work plans, including directing the forecast of funds needed for staffing, equipment, materials, and supplies, approving expenditures, and implementing mid-year adjustments.
- Represents the District in meetings with governmental agencies, community groups, and various intergovernmental, legislative, special interest, community, and nonprofit organizations; may act as a District liaison with the media.
- Conducts a variety of District-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in, and makes presentations at, Board of Directors meetings and a variety of councils, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of special district operations and other types of services as they relate to the area of assignment.
- Represents the District on various intergovernmental committees, task forces, and commissions pertaining to District management and assigned program matters.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Participates in personnel selection; trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting General Manager in the absence of the General Manager.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary and District-wide administrative practices related to the functions of assigned area.
- Principles and practices of public land management, open space and preserve maintenance, resource management, and operations, facilities, and recreational program development and management.
- Principles, practices, and procedures of public administration.
- Principles and practices of project management.
- Principles and practices of labor relations and union contract negotiations.
- Applicable Federal, State, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.

- Record keeping principles and procedures.
- 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, special interest groups, and various business, professional, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the District and assigned program areas.
- Work cooperatively with, provide staff support to, and implement the policies of the General Manager.
- Provide leadership and direction to all departments of the District.
- Prepare and administer large and complex budgets; allocate resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of operations programs and administrative activities.
- Conduct effective negotiations and effectively represent the District in meetings with governmental agencies, community groups, special interest groups, and various business, professional, educational, regulatory, and legislative organizations and the media.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, 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, environmental sciences, planning, project management, or a closely related field and six (6) years of management experience supplemented by four (4) years of increasingly responsible experience in natural resources protection, operations, planning, public works, land management, land acquisition/preservation, maintenance of parks, open space, and/or public recreation facilities, or other related areas. Possession of a master's degree is 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. In addition to working in the office, the Assistant General Manager may visit the field and hike through steep terrain and wildland areas. This may require driving in remote areas on dirt roads, working in temperatures ranging from cold and blustery to hot and dry. Ideal candidates will be comfortable working in these types of field conditions, as well as in an office environment.

EFFECTIVE: July 2011  
REVISED: August 2018  
FLSA: Exempt