



Midpeninsula Regional Open Space District

AREA MANAGER

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing construction, modification, maintenance, and repair of District lands and facilities; participates in long- and short-term project planning; coordinates assigned activities with other District departments and outside agencies; provides complex and responsible support to the Land & Facilities Services Manager and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Land & Facilities Services Manager. Exercises general direction and supervision over supervisory, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the operations and programs of an assigned District Area, including maintenance and construction of preserves, facilities, residences, and vehicles, as well as resource management. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other District departments and public agencies. Responsibilities include performing and directing many of the department's day-to-day administrative functions. This class is distinguished from the Land and Facilities Services Manager in that the latter has overall management responsibility for all Land and Facility Services programs, functions, and activities and for developing, implementing, and interpreting public policy.

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.

- Assumes management responsibility for all maintenance and operations functions and activities of an assigned Area, including maintenance and construction of preserves, facilities, residences, vehicles and resource management.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees Area budgets.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Land & Facilities Services Manager.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.

- Recommends and administers policies and procedures such as procedure guidelines, design standards, and standard plans and specifications while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Oversees the development of consultant requests for proposal, advertising, and bid processes for professional and/or construction services; evaluates proposals and recommends project award; administers contracts after award.
- Meets and confers with contractors, a variety of outside agencies, and the general public in acquiring information about, construction, maintenance, and resource management matters; provides information regarding District development requirements.
- Prepares, reviews, and completes various reports, including Board agenda reports and Area-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a liaison for assigned Area to outside agencies, neighborhood groups, and concerned citizens; performs a variety of public relations and outreach work related to assigned activities.
- Coordinates with fire agencies on fire risk prevention activities.
- Provides highly complex staff assistance to the Land & Facilities Services Manager; develops and reviews staff reports related to assigned activities and services; may present information to the Board of Directors and various commissions, committees, and boards; provides staff support to commissions, committees, and task forces, as necessary.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to construction and maintenance, and resource management programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of open space and preserve operations and maintenance; researches emerging products and enhancements and their applicability to District needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Works collaboratively with the Area Superintendent.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, project management, and the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, either directly or through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of open space and preserve maintenance, resource management, and operations program development and administration.
- Principles, practices, and procedures of fire suppression, prevention and use of prescribed fire.
- Local flora, fauna, cultural, and geological resources and methods and techniques of wild land resource protection and restoration and District lands and boundaries.
- Contract management practices in a public agency setting.
- Applicable local, State, and Federal laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

- Practices of researching issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to open space protection and management.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- Organize, implement, and direct assigned maintenance, construction, and resource management activities.
- Evaluate and develop improvements in operations, procedures, policies, and methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- 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.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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, maintain, and foster positive and effective working relationships with those contacted in the course of 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 graduation from an accredited four-year college or university with major coursework in park administration, resource management, natural sciences, or a related field and five (5) years of increasingly

responsible experience in protection, operation, or maintenance of parks, open space, forests, or public recreation areas and/or related facilities, including two (2) years of supervisory or administrative responsibility.

Licenses and Certifications:

- Possession of a valid California Driver’s License.
- Possession of, or ability to obtain, a valid Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, a valid First Responder or equivalent certification.
- Possession of, or ability to obtain, the level of certification in the Incident Command System courses as specified under the National Incident Management System (NIMS).
- Possession of, or ability to obtain, a District approved Fire Suppression Training certification.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to respond to emergency situations, to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate hand and power tools, and construction equipment, and to operate a motor vehicle and visit various District sites; and to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 100 pounds, or heavier weights, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, and poison oak. Employees may be exposed to blood and body fluids when rendering First Aid and CPR. May involve exposure to wild, and/or dangerous animals. Employees may interact with upset staff and/or public and private representatives in interpreting District policies and procedures.

EFFECTIVE: May 2016
REVISED: N/A
FLSA: Exempt