

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ASSISTANT GENERAL MANAGER

Department: Administration

Pay Grade: F113

FLSA Status: Exempt

JOB SUMMARY

The Assistant General Manager provides executive-level support to the General Manager and serves as a liaison between the General Manager and department managers. The Assistant General Manager coordinates capital management, information technology, oversees cross-departmental initiatives, and ensures the implementation of strategic objectives as set by the General Manager and Board of Directors. In addition, the Assistant General Manager will assume the responsibilities and duties of any department manager position that is vacant, ensuring continuity of operations and maintaining high performance standards. This position requires a highly motivated, detail-oriented leader with strong organizational, communication, and problem-solving skills who can support the District's goals and operational needs. The Assistant General Manager assumes the duties of the General Manager in his/her absence.

ESSENTIAL JOB FUNCTIONS

- Assist the General Manager in the development, implementation, and oversight of District policies, procedures, and programs.
- Oversee financial aspects of capital projects, including budget creation, tracking expenditures, managing funding sources, ensuring cost-effective use of resources, and serving as the primary liaison between vendors, community, and internal teams.
- Assist with or directly supervise parks acquisition and development projects.
- Evaluate, recommend, and implement technology solutions to improve operational efficiency, and oversee the district's IT infrastructure, including networks, servers, hardware, and software systems, ensuring reliable and secure operations to support

staff and public-facing services.

- Perform the duties of the department manager position that remains unfilled.
- Supervise department managers, ensuring alignment with District goals, compliance with policies, and efficient use of resources.
- Coordinate interdepartmental projects and initiatives, ensuring effective communication and collaboration.
- Monitor and support the preparation and management of departmental budgets; recommend adjustments to ensure alignment with fiscal goals.
- Oversee contract management and procurement processes, ensuring compliance with District policies and applicable regulations.
- Identify, develop and facilitate new revenue enhancements, both short-term and long-term from but not limited to tax revenues, assessments, business development plan, fees, etc.
- Represent the General Manager at meetings, events, and community functions as required.
- Develop and implement special projects or initiatives assigned by the General Manager or Board of Directors.
- Prepare and present reports, recommendations, and analyses for the General Manager, Board of Directors, and other stakeholders.
- Support the General Manager in strategic planning, policy development, and capital improvement planning.
- Coordinate risk management programs, including compliance with safety and insurance protocols.
- Facilitate professional development and training programs for District staff to enhance operational efficiency and employee engagement.
- Oversee the preparation of Board agendas, minutes, and meeting packets in collaboration with Administrative Services staff.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in park management, public administration, or a closely related field; Six (6) years of increasingly responsible experience in management with a special district recreation and park agency and/or public agency which has included supervisory and administrative responsibilities.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Principles of public administration, including budgeting, human resources, and policy development.
- Skills to operate basic office equipment and be PC literate with software applications in use at the District.
- Project management techniques and interdepartmental coordination.
- Ability to prepare a variety of reports and recommendations, communicate orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, the general public, outside contractors, and Board of Directors.
- Ability to read, analyze and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, other agencies, and the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date