

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.

GENERAL MANAGER

Department: Administration

Pay Grade: F114

FLSA Status: Exempt

JOB SUMMARY

General Manager serves as the chief executive officer with overall responsibility for the implementation, direction and leadership of the operations and maintenance of the parks, trails, facilities and recreation, and educational programs. The Pleasant Valley Recreation and Park District is seeking an enthusiastic, creative and experienced individual with strong managerial, financial and communication skills. Position requires a highly motivated professional with strong interpersonal, organizational and coordination skills with the ability to use time and resources efficiently as well as possessing leadership skills to motivate staff and participants. Serves as the ex-officio Clerk of the Board of Directors. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, along with the ability to project and implement long-range planning.

ESSENTIAL JOB FUNCTIONS

- Administers the District's Parks and Recreation programs; provide guidance and direction to department managers to design and implement programs and projects.
- Directs through subordinates the planning, scheduling, and coordination of all District activities.
- Coordinate and evaluate the work of the District in accordance with applicable laws, ordinances, and regulations; submit recommendations for change to the Board of Directors, implement policy and procedural changes as required.
- Develops, implements and maintains strategic, fiscal and capital improvement plans for the District.
- Prepares and monitors budgets and prepares special reports as required.
- Formulates and interprets policy and procedures for Board review and approval.

- Coordinates the activities of the District with ~~those of~~ other public and private jurisdictions.
- Develops policies, procedures, and priorities to meet established goals and objectives, as set by the Board of Directors.
- ~~Ability to~~ Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, ~~s, along with the ability to~~ project and implement long-range planning.
- ~~Direct and oversee all District contracted services and procurement commitments; negotiate and prepare contracts and agreements; enforce contract provisions.~~
- ~~Supervise the preparation of Board agendas, minutes, reports, and other records; ensure that all documents for the Board and Committee meetings are produced accurately, and in a timely manner, to facilitate Board~~ ~~decision-making~~ ~~decision-making;~~ ~~direct the management of District records and coordinate requests for public records.~~
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's ~~d~~egree in ~~p~~ark ~~m~~anagement, ~~p~~ublic ~~a~~administration, or a closely related field; ~~(10) Eight (8)~~ 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.

Commented [MO1]: Thought we talked about BA, with 8 yrs increasing respsonisibilities?

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:

- ~~Knowledge of principles and techniques of administrative and fiscal analysis, organization, and staffing.~~
- ~~Skills to operate basic office equipment and be PC literate with software applications in use at the District.~~
- ~~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, and 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.~~

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- 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.

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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~~ ~~temperature-controlled~~ office environment subject to typical office noise. The positions will mostly be in a ~~fast-paced~~ ~~fast-paced~~ office environment requiring the ability to multi-task. 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