

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are MI intended to reflect all duties performed within the job.

DEFINITION

To plan, direct, manage and oversee the operations of Greater Vallejo Recreation District, including administrative functions, finance, park operations and recreation services; to serve as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; to serve as Chief Financial Officer and Risk Manager for the District; to coordinate activities and build collaborations and partnerships with other agencies, organizations and the general public; and to provide highly responsible and complex administrative support to the Board of Directors.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the Board of Directors.

Exercises direct supervision over management, professional, supervisory, maintenance and clerical staff.

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Assume full management responsibility for all parks and recreation services and activities including park maintenance, adult and youth recreation, adaptive recreation, and community affairs; develop and administer policies and procedures.
2. Manage the development and implementation of District goals, objectives, policies, and priorities for each service area including developing the annual strategic plan
3. Advise Board of Directors on staffing and organization needs; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the District's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
5. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Supervise the District-wide personnel program; select, motivate, and evaluate District personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Confer with division heads and recommend annual District budget to Board of Directors; oversee and participate in the administration of the District budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; exercise budgetary controls and approve expenditures; direct the preparation and implementation of budgetary adjustments as necessary.
8. Represent the Board and District on park and recreation matters before elected officials, outside agencies, and the general public; explain, justify and defend park and recreation programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

9. Provide staff assistance to the Board of Directors; prepare and present reports and other necessary correspondence.
10. Negotiate contracts and agreements for professional services; oversee the administration of agreements; inspect work of architects, contractors and suppliers to ensure District requirements are being met and work is performed in accordance with specifications.
11. Direct the development of long-range plans for the District; develop and implement acquisition and development program.
12. Inspect parks and facilities operated by the District; recommend maintenance, repairs or other appropriate adjustments or changes to division heads.
13. Review and visit programs, activities, and special events initiated by the District.
14. Oversee the preparation and maintenance of Board agendas, meeting minutes and other District records.
15. Serve as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; perform all related functions.
16. Monitor various legislation to assess impact on District activities; attend and participate in State and Federal legislative processes.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation administration.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Operations, services and activities of a comprehensive parks and recreation services program.
2. Management skills to analyze programs, policies and operational needs.
3. Principles and practices of program development and administration.
4. Principles and practices of budget preparation and administration.
5. Principles of supervision, training and performance evaluation.
6. Recent developments, current literature and sources of information related to park and recreation services, planning and administration.
7. Principles and practices of recreation administration, parks maintenance management, and program development.
8. Principles and methods of data collection and social research procedures.
9. State and Federal legislative processes.
10. Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

1. Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel.
2. Select, supervise, train and evaluate staff.
3. Lead and direct the operations, services and activities of a park maintenance and recreation services district.
4. Identify and respond to Board and community issues, concerns and needs. Assess community recreation needs.

GREATER VALLEJO RECREATION DISTRICT

GENERAL MANAGER (cont'd.)

5. Develop, implement and administer goals, objectives, and procedures for providing effective and efficient parks and recreation services which meet the needs of the community.
6. Direct the development of park and facility use policies and regulations.
7. Create work units and teams to facilitate special programs, events, and projects. Prepare clear and concise administrative and financial reports.
8. Prepare and administer large and complex budgets.
9. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.
10. Research, analyze, and evaluate new service delivery methods and techniques. Interpret and apply Federal, State and local policies, laws and regulations.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work including Board of Directors, elected officials, community groups, the general public, and media representatives.
13. Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
14. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
15. Maintain physical condition necessary for the successful performance of assigned duties.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience

1. Seven years of increasingly responsible experience in a public recreation or park agency, including two years of administrative and supervisory responsibility.
2. Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, or a related field.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

FLSA Status: **Exempt - Executive**