



## Job Description

**Title:** General Manager

**Pay Scale:** \$85,000 - \$110,000 Annually

**Department:** Administration

### **JOB SUMMARY**

Under general direction of an elected governing board, the General Manager is responsible for implementing the policies of the Board, planning, and directing recreation and park activities, and providing leadership to the park and recreation functions of the District and manage the overall financial responsibilities of the District. The General Manager always remains transparent on the health and safety District facilities and programs to the Board of Directors, employees, and community. The General Manager also acts as technical advisor and Secretary to the Board.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.*

*Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Acts as Secretary to the Board of Directors.
- Acts as a technical advisor to the Board of Directors. Makes recommendations on matters of policy, personnel needs, budget, finance, grant opportunities and other related matters.
- Plans, organizes, and directs all services of the District in harmony with the objectives and policies of the District.
- Prepares and validates the budget; controls and supervises District expenditures and capital improvement projects.
- Ascertains present and future needs for facilities, areas and programs and makes appropriate recommendations.
- Plans, organizes, and directs work involved in acquiring, developing, and maintaining park and recreation areas, and the associated park assessment fee structure.
- Build financial partnerships and develop grant strategies for the benefit of the District.
- Negotiates all contracts and agreements with outside service clubs, non-profit sport groups, vendors, agency partners, including contract management to ensure compliance.
- Promotes, markets, and stimulates community interest and participation in recreation programs and the use of parks and recreation facilities.
- Represents the District on matters pertinent to parks and recreation, delivers talks before professional, civic and lay groups and participates in conferences; prepares articles for publication and makes reports on the accomplishments of the District.
- Responsible for the recruitment, selection, training, management, and supervision of all District personnel. Responsible for the human resource management of all personnel performance issues, complaints, and grievances. Represents the District in collective bargaining.

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- Responsible for the purchasing of equipment and supplies in accordance with District policy and for maintaining accurate records of inventory. Develop and supervise proper maintenance schedules for all vehicles and equipment.
- Responsible for the establishment of a system for recording and maintaining all official reports, statements, and records of the District.
- Confers with other local, county, regional, state, and national governmental and voluntary agencies concerned with recreation, parks, and other recreational resources so that cooperative planning and working relationships can be developed.
- Assigns duties and responsibilities of District staff; reviews planning and activity suggestions.
- Conduct annual employee evaluations.
- Complete formal performance reviews 90-days, 6-months, and then bi-annually with the Board of Directors

#### **REQUIRED ABILITIES AND KNOWLEDGE**

- Thorough knowledge of the principles, theory and philosophy of park and recreation operations.
- Skill in organizing the services of the department that includes advanced planning for areas and facilities, level of adequacy at which services are to be provided, development and replacement of personnel.
- Ability to prepare and administer a comprehensive budget of a medium-size governmental agency.
- Understanding of the recreational needs of the community and the ability to meet those needs with a progressive program.
- Ability to guide and direct the work of the department and its personnel and to delegate tasks with dispatch to parts or divisions of the department.
- Administrative skill in supervising the work of specialized personnel in landscape architecture, planning, horticulture, recreation, and park operation.
- Intensive knowledge of the techniques of public administration and executive capacity to make decisions judiciously.
- Thorough knowledge of the development, maintenance and operation of recreation and park areas and facilities.
- Ability to inspire and work harmoniously with peers and employees.
- Maintain comprehensive communication with the Board by submitting monthly written reports on financial and program performances, as well as quarterly comprehensive reports on the condition of all parks and facilities.

#### **EDUCATION, CERTIFICATIONS, AND LICENSES**

- Bachelor's Degree from an accredited college or university with an emphasis in recreation, park management, public administration, or a closely related field, plus preferred 3-5 years of increasingly responsible administrative professional experience in recreation and park or another public agency. Master's Degree preferred.
- The Board of Directors may substitute experience for education.
- Possession of a valid California State driver's license.

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## **ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.*

- May be required to lift and carry items up to 40 pounds.
- Ability to sit at a desk and in meetings for extended periods of time.
- Must be able to stand, walk, see, hear, and communicate with sufficient acuity to successfully perform all aspects of the job.
- Perform simple grasping and fine manipulation, dexterity, and frequent handling of papers.
- There will be some bending, kneeling and overhead reaching.
- Ability to use telephone and write or use keyboard to communicate through written means.

## **ADDITIONAL INFORMATION:**

**Reports To:** Board of Directors

**Direct Reports:** Department Managers/Supervisors/Directors

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