

CONEJO RECREATION & PARK DISTRICT

Job Title: General Manager

Summary:

Under general policy guidance from the Board of Directors, plans, organizes, fiscally controls and directs the activities, operations and services of the Conejo Park and Recreation District; oversees the development and implementation of the District's strategic direction, long-range operating plans, and plans for the usage and maintenance of the District's parks, facilities and open spaces.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, organizes, controls, integrates and evaluates the work of all District divisions to ensure operations and services comply with the policies and strategic direction set by the Board and with all applicable laws and regulations.
- With managers, develops and implements the strategic plan and other short- and long-range plans, goals and objectives to achieve the Board's vision, mission, values and priorities; formulates and interprets policies and procedures for Board review and approval.
- Directs the development of operating and capital improvement budgets for Board approval and adoption; directs and monitors implementation of adopted budgets; directs development and implementation of the capital improvement program; directs the preparation and development of financial records.
- Oversees the performance of management and operations staff; interviews and selects new staff; ensures compensation and benefits policies and programs support the recruitment and retention of high-quality employees.
- Attends Board meetings, Joint Power Authority meetings and committee meetings; researches background information and prepares agendas and agenda packets; tracks status of Board items and verifies required deadlines are met.
- Directs and monitors the development, implementation and evaluation of plans, policies, systems, financial strategies and procedures to achieve short- and long-term District goals and objectives.
- Directs and monitors the District's compliance with environmental and employee health and safety rules, regulations and laws; participates in regional initiatives regarding current and emerging land use and recreation issues.
- Directs and oversees the analysis of proposed legislation and regulation; serves as chief representative in dealings with federal, state and local agencies and elected officials, industry and

professional organizations, and business and community groups; serves as District spokesperson in dealings with the media.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: graduation from an accredited college or university with a bachelor's degree in public or business administration, park management or a closely related field, and at least ten years of increasingly responsible experience in park management with a public recreation and park agency, including three years at a senior management level; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret complex documents including engineering reports and legal documents. Ability to make effective and persuasive speeches and presentations on complex policy, management and administrative issues to the Board of Directors, government agencies, employees and the public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to evaluate a variety of funding sources and complex investment vehicles and strategies and make sound, prudent decisions that maximize financial return while safeguarding the District's assets.

Reasoning Ability:

Ability to lead the development of thoughtful, effective strategic plans, policies, program and services. Ability to understand, interpret, explain and apply Board, state and federal laws, codes, regulations, policies and court decisions governing the District's financial, human resources and business programs and make recommendations for improvement.

Certificates and Licenses:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Other Required Skills:

Use of word processing, spreadsheet and database programs including utilization of enterprise accounting and information systems and query tools to extract data from databases for interpreting and communicating data.

Sufficient technical ability to understand and evaluate financial and information technology structure and optimization proposals and recommendations.

Supervisory Responsibilities:

This position manages and supervises District employees directly and through subordinate directors, managers and supervisors.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions. The work environment is subject to low-to-moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand for extended periods and to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee is occasionally required to lift up to 10 pounds. Duties require close vision and the ability to adjust focus.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.