



**NAPA COUNTY REGIONAL PARK &
OPEN SPACE DISTRICT**

Deputy General Manager

SALARY RANGE

Step 1	Step 2 (1/2)	Step 3 (1/2)	Step 4	Step 5	Step 6
\$58.42	\$59.88	\$61.34	\$64.41	\$ 67.63	\$71.01

DESCRIPTION

The Deputy General Manager, under general direction, plans, organizes, directs, and coordinates the management of a diverse range of park and open space programs and services; collaborates with the General Manager in the overall management and administration of the District, including fiscal, human resources, training, and policy functions; supervises management, professional, technical and/or clerical staff in the accomplishment of their work; provides highly responsible and complex support to the General Manager regarding District projects, policies, goals, and priorities; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a permanent FLSA exempt Management classification in the service of the Napa County Regional Park and Open Space District. The position reports to the General Manager and has day-to-day responsibility for the management and operation of multiple District subdivisions, as assigned. As such, the incumbent uses considerable independent judgment and discretion in staff supervision and delegated administration and management, including prioritization and coordination of District mandates, goals, and objectives. This position differs from the General Manager in that the latter has overall responsibility for all functions of the District. The incumbent may represent the General Manager and act on behalf of the District in the General Manager's absence, or as otherwise authorized.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the General Manager.

This position provides direct and indirect supervision to staff as delegated or assigned by the General Manager.

EXPERIENCE AND EDUCATION

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

Experience:

Normally, four or more years of progressively responsible experience in park and/or open space management within a public park, open space, or land trust organization. Normally, four or more years of high-level supervisory and administrative experience inside or outside of a park and open space setting.

Education:

Graduation from an accredited college or university with a relevant bachelor's degree. Graduate coursework and/or completion of a postgraduate degree in planning, geography, environmental science, natural resources management, landscape architecture, public administration, or engineering is highly desired.

License or Certificate:

Possession of a current California Driver's License.

EXAMPLE OF DUTIES:

The following duties are typical for this classification. Incumbents may perform some or all of the listed duties and may be required to perform additional duties as assigned to address business needs and changing business practices.

Assists the General Manager in establishing and achieving District priorities, goals, and objectives.

Plans, organizes, directs, coordinates, and supervises the operations of a diverse range of park and open space programs and services of the District; oversees day-to-day management of the District; coordinates activities among subdivisions, County departments, other governmental agencies, private organizations, and contractors; directly supervises subordinate employees, including other managers.

Plans, organizes, directs, and supervises the operations, planning, resource management, cultural services, and administrative support of District lands and facilities.

Coordinates land acquisition processes with landowners, title companies, appraisers, and related agencies and departments.

Plans, develops, coordinates, and reviews the District's overall work plan and work flow to ensure effectiveness; may establish goals and objectives for subdivisions and employees under their supervision and ensures that goals are achieved.

Leads, coordinates, or participates in critical or highly sensitive projects, including but not limited to control, development and negotiations, removing barriers and ensuring completion; consults, confers with and advises subordinate managers on acquisitions, future planning, and improvements.

Reviews and evaluates changes in federal, state, or local laws or regulations that impact the delivery of park and open space services and directs the implementation of changes to District programs as appropriate.

Develops, implements, and consolidates training programs to build and maintain skills at all levels in the District; assists in the professional development of staff with the goal of increasing capacity and planning for succession; identifies and resolves staff deficiencies.

Develops, manages, and improves the District's human resources functions; oversees orientation, training, and management of performance standards for the District; advises subordinate managers and supervisors on appropriate handling of employee performance and employee relations issues including discipline actions; oversees labor relations if necessary.

Participates in the development and administration of the District's budget and operational improvement plans; evaluates and makes recommendations on additional needs for staffing, equipment, material, and supplies.

Builds, expands, and manages intra- and intergovernmental relationships to better manage the District's complex legal and regulatory environments.

Designs parks and park facilities; participates in or reviews work of consultants engaged in preparation of site and facility development plans, landscape plans, grading plans, detail designs, construction drawings, and specifications; prepares documents for public bid or construction.

Supervises construction of park facilities; reviews and inspects work to ensure conformance with plans, specifications, permits, and District standards.

Prepares and administers grant applications and programs for park and open space acquisition and development.

Uses GIS and GPS software to prepare, modify, and update maps and informational materials; prepares and updates original maps for graphical and informational purposes.

Represents the District before governmental agencies, community groups and the media; responds to and/or resolves complex public requests for information, and community and organizational inquiries and complaints.

Conducts public meetings to present public information and elicit responses; makes presentations to the Board of Directors and other public bodies.

Serves as the General Manager in his/her absence.

Performs routine and semi-skilled tasks in the construction, maintenance and repair of park structures and facilities such as buildings, trails, plumbing, sprinkler and water systems, picnic tables, barbeque pits, playground equipment, and informational signs.

TYPICAL QUALIFICATIONS

KNOWLEDGE OF:

Principles, methods, theories, practices, and techniques of park and open space conservation and land management including development, maintenance, and operations.

General management principles including project management, budget and fiscal management, public administration, human resources management, property and lease management, grant preparation, and labor relations.

Public project funding principles and procedures.

Grant writing and grant management.

Contract development and administration.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Program planning; risk assessment and management in park and recreation settings.

Negotiation techniques and strategies.

Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Working knowledge of land acquisition, land transfer, and California land use control principles including general planning, zoning, and the state Subdivision Map Act.

Working knowledge of GIS, GPS, and related software and hardware to collect data, perform analyses, and prepare maps and reports.

Modern office practices, methods, and use of both computer equipment and applications related to the work described herein.

SKILL TO:

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement solutions that effect the mission and goals of the Board and management of the District.

Coordinate with other programs and services within the District, the County of Napa, and with outside organizations, agencies, and facilities.

Prepare clear and concise correspondence and reports.

Interpret and apply District, federal, state, and local policies, laws, and regulations.

Maintain organized and accurate records.

Communicate clearly and concisely, both orally and in writing.

Speak and read Spanish (desired, but not disqualifying).

Effectively work with a variety of persons and organizations who have diverse issues, concerns, agendas, and values.

Oversee multiple projects and organize and prioritize work assignments under general direction.

Establish and maintain effective working relationships with others both within the District and externally.

Set aside ego and self-regard in service of the District's mission and values.

Work effectively under pressure, meet deadlines, and adjust to changing priorities.

ABILITY TO:

Travel to different sites and locations within the District.

Perform tasks which include the full range of body movements involving reaching, bending, grasping, climbing, and hiking over developed trails or open country.

Operate a variety of office equipment including personal computers and related peripheral equipment and software applications.

Work outdoors in all types of weather conditions including in and around potentially hazardous conditions.

Abide by the District Standards of Conduct, which require that we treat coworkers and the public with respect and courtesy at all times.

NOTE:

The individual(s) chosen for hire must be able to pass a criminal background check. A District medical examination may additionally be required.

The Napa County Regional Park and Open Space District is an equal opportunity employer and encourages applicants from diverse backgrounds to apply.