



JOB DESCRIPTION DISTRICT MANAGER

THE POSITION

The District Manager is appointed and supervised by the Board of Directors and serves on an at-will basis. The position is responsible for providing the overall leadership and management of the day-to-day operations of the District. The District employs 87 full-time employees and hundreds of part-time staff within three departments: Administration, Planning and Maintenance, and Recreation. The annual operating budget of the District is about \$20 million.

The District provides parks and recreation activities to a resident population of 147,000. Its boundary encompasses 113 square miles in Ventura County and includes the City of Simi Valley and the community of Oak Park. Facilities vary in size and function and include over 6,000 acres of open space, fifty parks (including two museums, two golf courses, a 50 meter pool, athletic fields, two dog parks, and more), and 13 after school clubs. Special events and hundreds of recreation activities are offered throughout the year to residents of all ages and interests.

EXAMPLE OF DUTIES

The essential functions of the job include, but are not limited to:

- Ensuring compliance with District Policies and procedures and all applicable laws;
- Managing all financial aspects of the District, including budgeting and purchasing, and all aspects of human resources and personnel administration;
- Supervising Department Heads, Senior Park Ranger and other lead Administrators;
- Ensuring the District's delivery of safe and enjoyable community recreation opportunities, and safe, clean and well-maintained facilities;
- Ascertaining unmet community needs and assisting the Board in the development of goals and priorities;
- Participating on matters of state, regional and local importance to the District, including involvement with professional groups, organizations and legislation;
- Acting as the District's liaison with the City, local school districts, County of Ventura, and other agencies as necessary;
- Advocating for the District, the park and recreation field, and the special district community as appropriate;
- Conferring with the District's legal counsel on legal matters;
- Initiating necessary policies, practices, and procedures and presenting them to the Board;
- Developing agendas for Board of Directors' meetings, workshops and Board committee meetings, and responding to Board requests and assignments;

- Ensuring that the District complies with the Ralph M. Brown Act on all matters concerning its legislative body.

The position performs other related work as required.

EMPLOYMENT STANDARDS

The diverse nature of the District provides great opportunities for those who enjoy multi-tasking and being hands-on. In order to effectively manage the various aspects of the District's business the ideal candidate will have a well-developed foundation in local government and will possess a high level of integrity, honesty, ethics and transparency. The Board is seeking a candidate who has the leadership skill to inspire support of the Board's vision and the management skill to promote a cohesive team atmosphere while ensuring that accountability is maintained. This position additionally requires:

- Skilled hands-on leader who models and encourages open communication, trust and confidence with the Board, staff and the community;
- Proven track record of sound financial, administrative, and personnel management;
- High energy person adept at balancing competing priorities while maintaining disciplined focus for the desired outcomes;
- Skilled facilitator and consensus builder, able to emphasize the importance of quality staff work that results in thoroughly vetted options and recommendations;
- Educator that enjoys mentoring staff while striving to enhance organizational and individual capacity;
- Being responsive, approachable, and having a healthy sense of humor;
- Working positively and effectively with labor groups and promoting general morale in the organization;
- Being politically astute while working apolitically;
- Respecting Board decisions and not showing reticence to bring potential issues to the Board's attention;
- Having a desire to become a visible and collaborative leader in the community;
- Communicating effectively, having strong interpersonal skills and the ability to work collegially;
- Participating meaningfully in related regional and statewide matters with a diplomatic demeanor;
- Graduation with a Bachelor's Degree from a college or university in public administration, business administration, recreation, park management or related field (Master's degree preferred);
- Minimum of five years of high-level professional experience, three years of which should be in the public sector (preferably a special district) at a management level with considerable administrative responsibilities sufficient to show working familiarity with the Ralph M. Brown Act and other laws under which public agencies operate;
- Valid California drivers license with good driving record;
- Microsoft Office Suite proficient.

PHYSICAL REQUIREMENTS

It is expected that this position will be sitting 70% of the time or more and require the regular climbing of stairs; occasional bending, kneeling, squatting, reaching overhead, stretching, working on rough or uneven terrain; occasional lifting, carrying, pushing and/or pulling limited to less than 40 pounds; frequent handling and dexterity. Position requires the operation of computer, printer, typewriter, 10-key, photocopier, postage meter, other general office equipment, and District vehicle.