

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: General Manager**

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### **Summary:**

Plans, directs, and administers all aspects of the District's operations.

### **Essential Duties and Responsibilities:**

- Administers the District's Parks and Recreation programs.
- Directs through subordinates the planning, scheduling, and coordination of division activities.
- Develops, implements and maintains strategic, fiscal and capital improvement plans for the District.
- Prepares and monitors budgets and prepares special reports as required.
- Formulates and interprets policy and procedures for Board review and approval.
- Coordinates the activities of the District and its divisions with those of other public and private jurisdictions.
- Develops policies, procedures and priorities to meet established goals and objectives, as set the Board of Directors.

### **Other Duties and Responsibilities:**

- Performs other related duties as directed by the Board.
- Directs District mobilization in the event of a disaster.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Bachelor's Degree in Park Management, Public Administration, or a closely related field; ten (10) years of increasingly responsible experience in park management with a public recreation and park agency which has included supervisory and administrative responsibilities; or an equivalent combination of education and experience.

#### **Language Ability:**

Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, other agencies and the public.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to work with the concepts of probability, statistical inference, basic geometry, and accounting.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates and Licenses:**

None required

**Supervisory Responsibilities:**

This position directly supervises all Division Directors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training Directors; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is not generally exposed to any hazardous conditions. The noise level in the environment is moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; sit and talk or hear. The employee is occasionally required to stand, walk over rough terrain and reach with hands and arms. The vision requirements include close and distance vision, and the ability to adjust focus.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: General Manager  
JD1001 Reviewed 7/06

*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.*