

Job Title: Director of Management Services

Division: Management Services

Summary:

Under administrative direction, plans, organizes and directs the Management Services Division; directs the development and maintenance of centralized administrative and support service functions for Conejo Recreation & Park District (CRPD) and Mountains Recreation & Conservation Authority (MRCA); serves as a member of the senior management team; and performs other related duties as assigned.

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, integrates and evaluates the work of the CPRD Management Services Division and the Finance Division of MRCA; with managers, develops, implements and evaluates plans, goals and objectives focused on achieving the District and Authority mission, policies, systems and procedures to achieve goals, objectives and work standards.
- Advises and makes recommendations to the General Manager, directors and managers on the development of sound budgetary policies and short- and long-range budget planning; develops and monitors performance against the division and the District's and Authority's annual budget.
- Plans and evaluates manager, supervisor and staff performance for CRPD and MRCA; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, in accordance with the District's Board Policies and Ordinance Manual.
- Works with other directors, managers and staff to develop and implement District and departmental strategic goals and objectives that support achievement of CRPD strategic plans; monitors developments related to areas of responsibility and evaluates their impact on District operations and programs; integrates services and functions within the division and with other divisions to achieve optimal efficiency, effectiveness and customer service.
- Through subordinate managers, plans, directs and administers the Finance Divisions of CPRD and MRCA, including accounting, accounts receivable, accounts payable, payroll, grant management, budgeting and financial reporting; administers the risk management, insurance, investment, and cash flow management programs.
- Plans, directs or performs the analysis, development, implementation and monitoring of monthly, quarterly and annual financial statements and schedules, operating budgets and capital budgets; develops and reviews alternatives and recommendations involving a broad range of complex revenue, financing and financial management issues.

- Administers programs, policies, guidelines and procedures related to the procurement of supplies, services, vehicles, equipment and land; reviews and approves division purchases; ensures the fair application of contracting policies, state and federal laws and regulations in procurement and contracting.
- Acts as liaison with the independent auditor and federal and state auditors of the District's and MRCA's financial statements; reviews and approves final numbers for financial reports, investigates discrepancies and provides narratives; ensures adequate internal controls for all areas of direct responsibility and the District as a whole.
- Through subordinate managers, plans, directs and administers District personnel activities including employee relations, collective bargaining, the recruitment and selection process, workers' compensation, safety, benefits administration and compensation; investigates complaints and coordinates with legal counsel and employee union as needed.
- Represents the District in negotiations with employee groups; researches and prepares historical data and projections used to develop proposals for compensation, policy and benefits changes.
- Through subordinate managers, oversees the District Information Technology department; ensures business applications and the technical infrastructure meet District operating requirements; ensures security of networks and information systems meet state and federal requirements; directs District long-range planning for technology and infrastructure; ensures appropriate data integrity, backup and disaster recovery procedures are maintained and updated.
- Tracks legislative issues and researches and analyzes impacts on the District; updates District management and the Board regarding issues and engages with lobbyists and consultants to develop position statements, policy documents and official correspondence.
- Prepares Board agenda reports/resolutions and makes presentations to the Board.
- Makes presentations related to finance and funding and their impact on District operations and financial programs to management, the Board and community groups; represents the District in interactions with employees, industry groups, community groups and other agencies.

Other Duties and Responsibilities:

- May act for the General Manager in his/her absence.
- Manages and performs a variety of special projects including selection of consultants, and the research, development and implementation of Districtwide initiatives or programs.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Performs related duties as assigned.

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 administration, finance, accounting, business administration or a closely related field, and at least six years of increasingly responsible management/supervisory experience in local government administration, budget preparation and control, fiscal management, general administrative systems and procedures or personnel administration; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, government agencies, employees and the public.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to apply financial, budgeting and accounting principles in accordance with Generally Accepted Accounting Procedures (GAAP) and Governmental Accounting Standards Board (GASB). 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 define problems, collect data, establish facts and draw valid conclusions. Ability to understand, interpret, explain and apply state and federal laws, codes, regulations, Board policies and court decisions governing the District and MRCA. Ability to research and analyze a variety of administrative, organizational and management problems and collaborate with administrators, managers and staff, and provide expert advice and counsel to develop solutions to complex issues.

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 information technology structure and optimization proposals and recommendations.

Ability to exercise tact and diplomacy and maintain confidentiality of sensitive and complex District, financial and personnel issues and situations.

Supervisory Responsibilities:

This position manages and supervises division employees directly and through subordinate 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.