



SMRPD's Mission Statement - "To promote community well being through programs and activities that protect, preserve and enrich the canyons' heritage, open space and unique way of life."

P.O. Box 8, Silverado California 92676 • www.smrpd.org

GENERAL

MANAGER JOB DESCRIPTION

Effective May 2022

The Silverado Modjeska Recreation and Park District (SMRPD) is a local government special district established by the Orange County Board of Supervisors in 1961. Its purpose is to provide a well-rounded, wholesome program of recreation and leisure time activities for residents of the County's canyon areas, which includes Silverado, Ladd, Black Star, Williams and Modjeska canyons. SMRPD owns and/or operates five facilities: two community parks, two community centers and a children's center with two buildings on land leased from Orange County Parks.

SMRPD is currently looking for a General Manager.

The General Manager is responsible for implementing the policy direction and decisions of the Board of Directors. As such, the General Manager plans, organizes, and directs all activities of the District, establishes goals, objectives, policies, and procedures for the District, and oversees the execution of all administrative policies, District programs, and the District's Strategic Plan and goals. The Manager will supervise and control all District administrative, operational, and financial affairs. Through subordinate employees, the General Manager is responsible for the supervision of all District operations and staff, including oversight of the Silverado Children's Center by working closely with the Director of the school. The Director of the Children's Center will be the Chief Executive Officer for the school and report to the General Manager and Silverado Children's Center Oversight Committee.

The job requires a collaborative, seasoned professional who will adhere to the District's culture of transparency, teamwork, accountability, innovation, empowerment, and service to its customers. This position reports directly to the highly engaged Board, participating in all meetings, and leads the District administration, operations, strategic initiatives, planning, policy development and enforcement, and regulatory matters. Preference is given for willingness to live in the community. The position is part-time and pays between \$40 - \$50 per hour depending on experience level. Work week is estimated between 5 to 20 hours and not to exceed 20 hours unless approved by the President and/or Treasurer of the SMRPD Board of Directors.

Definition

The General Manager position is a non-exempt classification and serves at the pleasure of the elected five-member Board of Directors. Under administrative direction from the Board of Directors, the General Manager is responsible for District operations including; administration, fiscal finances, operations, public relations, personnel, and general affairs of the District; represents the Board's policies and programs with employees, community organizations, and the general public; reviews budget requests and makes recommendations to the Board on final expenditure levels; is responsible for employer-employee relations; and must do related work as required.

Examples of Duties

- Serves as the Chief Administrative Officer for the District.
- Provides effective leadership and management for the efficient operation of the District.
- Exercises independent judgment and thought.
- Leads by example and mentors staff to reach their full potential.
- Provides legislative review and advocacy on Federal, State, and local issues affecting District operations.
- Advises the Board on issues and programs; prepares background information, evaluation of alternatives and recommendations on all issues and action proposals considered by the Board. Prepares concise, specific written board reports with clear recommendations and actions.
- Displays ability to follow-up with information, action, and conclusions with the Board.
- Maintains a close working relationship with the Board, and Board Committees. Advises and oversees development of the Board Agendas.
- Conducts a variety of special studies and surveys to determine the effectiveness of District programs.
- Represents and oversees the Board's policies and programs involving employees, community representatives, and other government agencies.
- Prepares, recommends for Board approval, and administers the District's annual budget including salaries, maintenance, and capital projects.
- Maintains continuous awareness of administrative practices and recommends changes which increase the efficiency and economy of District operations.
- Responsible for District personnel matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Prepares leases and agreements with other agencies. Exhibits a high level of experience with contracts, agreements, and negotiating skills with other agencies.
- Maintains positive, open relationships with other agencies.
- Oversees collective bargaining negotiations when required.
- Prepares grant applications and maintains responsibility for proper administration of grants received.
- Prepares long-term capital improvement plans.
- Represents the District in matters involving Federal, State, and local regulatory agencies, as well as the media.
- Assures compliance with all laws and regulations; and assures the District's legal compliance.
- Provides public liaison to the general public, civic, regulatory or advocacy groups.
- Performs related duties as assigned.

Essential Job Activities/Capabilities

- Communicate clearly with others verbally and in writing.
- Regularly uses a telephone and e-mail for communication.
- Operates a variety of office equipment and software.
- Sits for extended periods of time.
- Hearing and vision within normal ranges.
- Operates a motor vehicle.
- Performs minor physical activities which involve bending, lifting up to 15 pounds, and reaching.
- Solves complex problems requiring critical thinking and the ability to document solutions concisely and clearly.
- Works cooperatively and get along well with other people.

Special Requirements

1. Must qualify for fiduciary bonding.
2. Must be able to work early mornings, evenings, and weekends.
3. Must be available to work following an emergency that affects the District's operations.
4. Prefer residency within District boundaries.

Skills and Knowledge

- Principles and practices of public administration, including administrative analysis, fiscal planning and control, and policy program development.
- Principles and practices of financial planning, budgeting, expenditure control, and reporting.
- Laws, rules, ordinances, and legislative processes controlling special District Board meetings, functions, programs, and operations.
- Principles and practices of planning, analyzing, and developing sound business recommendations.
- Organization, operations, and problems of special districts.
- Research and evaluation methods.
- Cost estimating and contract administration.
- Public personnel administration, and employer-employee relations.
- Principles and practices of personnel administration/management, supervision, and training including public sector employment law.
- Safety regulations and programs.
- Principles and practices of risk management.
- Desktop computer operation and standard applications software.
- Public, media, and staff relations.

Ability to:

- Plan, organize, coordinate, and direct the work of staff to achieve efficient operations and meet program goals (without the need for micro-management).
- Analyze to assimilate and evaluate quantitative and qualitative information obtained from reports, studies, surveys, and budget documents and the ability to recall and use this information both verbally and in writing.
- Prepare and administer a District budgeting and fiscal control process.
- Collect, organize, and analyze data on a variety of topics.
- Develop and prepare effective, concise, and comprehensive correspondence, reports, and other written material including grant applications.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Evaluate and make recommendations on improvements to existing District operations, programs, and services.
- Provide advice and consultation to the Board of Directors on the development of ordinances, regulations, programs, and policies.
- Effectively represent the District's policies, programs, and services with individual citizens, community groups, and other government organizations.
- Establish and maintain cooperative working relationships with co-workers, the Board, outside agencies, and the public.

Education and Experience

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

- **Experience:** Five to seven years of broad and extensive work experience in a management or administrative position. Background should include experience working with an elected Board or Commission, and the responsibility for the formulation and implementation of programs, budgets, and administrative operations.
- **Education:** Bachelor's Degree in Business Administration, Business Management, Public Administration, or a closely related field from an accredited four-year college or university.

Required License

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration so as the driving record will not contribute to an increase in the District's automobile insurance rates.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

This position will be open until filled. Qualified candidates are invited to submit a Letter of Interest and a focused résumé detailing their recent (within the past ten years). Employment offers are normally made following the conducting of a reference check and are always contingent upon successful completion of a job-related pre-employment physical exam, which may include a drug screen, as well as a security background check. These exams are administered by the District at no cost to the applicant. All district employees are subject to the District's drug and alcohol policies. Employment is made contingent upon verification of identity and legal right to work in the U.S.A. pursuant to federal law, and the signing of a loyalty oath pursuant to state law.

Note: The information contained in this announcement is subject to change without notice and does not constitute either an expressed or implied contract.