
Arcade Creek Recreation and Park District

POLICY HANDBOOK

POLICY TITLE: Job Description, General Manager

POLICY NUMBER: 2900

SALARY RANGE: *Negotiable within a board approved scale*

This position requires the candidate to work in-office and within a team environment.

SUMMARY:

Under the direction of the Board of Directors, the General Manager is responsible for overseeing the overall daily operations and strategic direction of Arcade Creek Recreation and Park District (ACRPD). The General Manager is considered the executive officer for the district and fills the role of Clerk of the Board. Additionally, the General Manager ensures the office operates smoothly, efficiently, securely, and effectively. This position requires the candidate to work in the district's office while frequently visiting other District properties, and to effectively manage a diverse team. The General Manager is employed on an at-will basis and may be terminated with or without cause and with or without notice at any time by the district.

ESSENTIAL FUNCTIONS:

- The General Manager will work closely with staff, stakeholders, and the ACRPD Board of Directors to ensure the effective management of all parks, facilities, nature trails, and programs that align with ACRPD's mission and goals.
- Recruit, train, mentor, supervise, and evaluate staff and volunteers to ensure a high level of performance.
- Develop policies, procedures, and standards to ensure goals are met and programs are effective.
- Acts as ACRPD's spokesperson with the media and public.
- Plans and directs the acquisition, development, maintenance, and protection of real and personal property, equipment, and facilities.
- Monitors changes in laws, regulations, and technology that may affect ACRPD operations and advises the board on needed amendments to policy.
- Responds to difficult and sensitive public inquiries, complaints, and claims.
- Assists with ACRPD special events as needed. Supervise all park

- maintenance, development, and ACRPD facilities.
- Review and approve all claims, invoices, and payroll.
- Prepare agenda items and reports for monthly board meetings.
- Advises the ACRPD Board of Directors on issues, financial status, and programs; prepares and recommends short- and long-term plans.
- Prepare ACRPD budget(s) in coordination with the Treasurer, finance committee and other staff for ACRPD Board consideration and approval.
- Collaborate with the Board of Directors and other stakeholders to develop and implement strategic plans, goals, and other objectives for ACRPD.
- Develop a diversified recreation program, including partnerships with neighboring park districts, school districts, and other agencies.
- Oversee the day-to-day operations of parks, facilities, and programs, ensuring they are well-maintained, safe, and accessible.
- Foster strong relationships with the local community, government agencies, and other organizations to enhance collaboration and partnerships.
- Organize, participate, and represent ACRPD in community events, workshops, and outreach activities to promote ACRPD programs and amenities and to engage the community.
- Interpret ACRPD policy for bid processes, revenue streams, and construction.
- Administer ACRPD policies adopted by the Board of Directors.
- In accordance with existing applicable policies, negotiate, review, and approve service, construction, and maintenance contracts.
- Act as Project Manager for all non-minor acquisition, construction, and repair projects.
- Research, draft, and administer grant applications and related materials.
- Provide recommendations on issues presented to the Board of Directors.
- Participate in the development and review of the ACRPD's Master Plan.
- Performs other related duties as directed by the Board of Directors.

REQUIRED SKILLS/ABILITIES:

- Visionary leader with a passion for recreation and community engagement.
- Knowledge of public agency budgeting, procurement, and contract administration.
- Ability to analyze and evaluate programs, projects, policies, and procedures.
- Operational knowledge of the rules and regulations governing the conduct of public meetings, including California's Brown Act.
- Excellent communication and organizational skills.
- Strong attention to detail.
- Ability to work collaboratively with a diverse staff and public.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing in the English language.
- Ability to prepare and make effective and persuasive presentations to the public, District staff, Board of Directors, outside agencies, neighborhood

associations, etc.

- Ability to understand and apply District and departmental policies and procedures.
- Ability to work with complex spreadsheets and supporting documents.
- Ability to allocate financial and time resources in a cost-effective manner.
- Ability to interpret, explain, and ensure compliance with applicable federal, state, and local laws.
- Ability to adapt to new or changing processes quickly and efficiently.
- Ability to problem solve, using data analytics.
- Strong computer skills required with proficiency in MS Office.
- Proven ability to manage multiple projects while maintaining strict attention to detail.
- Budget and general administrative procedures.
- Possession of or ability to obtain a valid class C California driver's license.

EDUCATION AND EXPERIENCE

- Current or former management experience, customer service, planning, policy, and recreational program administration.
- Bachelor's degree in recreation management, business or public administration, or another related field (master's degree preferred). Equivalent experience may be used in the absence of a degree.

SUPERVISORY RESPONSIBILITY:

Oversees ACRPD staff and receives policy direction from the Board of Directors.

WORK ENVIRONMENT:

This job is primarily performed in an office using common office equipment. Some work is performed outside in heat/cold, wet/dry, and or humid/arid conditions. Some work may require travel by personal automobile or public transportation. May require work into the evenings and on weekends.

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 talk or listen. The employee is frequently required to stand, walk, step up, reach, twist and turn, kneel, bend, squat, grasp, and make repetitive hand movements in the performance of their daily duties. The ability to lift paper and equipment weighing 25 pounds, or more, is required.

TRAVEL:

This position requires frequent local travel between different park locations within the district and occasional travel for ACRPD business conducted at the Sacramento County Office, banks, and other commercial establishments. Board-

approved travel within the state of California may occur for ACRPD business or professional development.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive list of all job functions. Duties and responsibilities may change at any time with or without notice.

JOB TYPE:

Full-time, Exempt

BENEFITS:

Vacation, sick leave, and paid holidays as provided to the class of Full-Time employees per board-approved policies. District paid medical, dental, and vision as offered to full time employees. Retirement benefits include contributions towards social security and the district participates in the CalPERS retirement program.

SCHEDULE:

Standard business hours (generally M-F, 8-5) with some evening and weekend work required.

PRE-EMPLOYMENT CONDITIONS:

- Adult and Pediatric Basic Life Support, CPR, AED + First Aid.
- Department of Justice fingerprint clearance.
- Medical exam and drug testing clearance.

EQUAL OPPORTUNITY STATEMENT:

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 ("ADA"), the Arcade Creek Recreation and Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. Further, the District does not discriminate based on race, color, national origin, ancestry, sexual orientation, political affiliation or beliefs, religious affiliation or beliefs, sex, age, disability status, marital status, or pregnancy.