



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: ASSISTANT GENERAL MANAGER

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DIVISION: Administration  
REPORTS TO: General Manager  
DATE ADOPTED: September 26, 2007

CLASSIFICATION CODE: 1002  
FLSA STATUS: Exempt

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**POSITION SUMMARY:** Under the direction of the General Manager, plans, organizes and assists in the overall management and control of the District; supervises and provides direction to the District's division managers; ensures that the goals, objectives and policies decided upon by the Board of Directors are implemented and tracks their progress; is responsible for directing the District's operations in assigned areas, and performs other duties and special projects as assigned by the General Manager.

#### **DISTINGUISHING CHARACTERISTICS:**

This class can be distinguished from other classes by the increased level and scope of responsibility. Incumbents in this class may provide technical and functional assistance to the General Manager as well as supervision over other personnel. The incumbent shall, at all times, demonstrate cooperative behavior with the Board of Directors, colleagues, their supervisor, and the public.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assume the duties of the General Manager in his/her absence.
2. Depending upon assignment, may administer one or more of the following: park and open space planning, contracted planning services, maintenance operations, park development or recreation programs, community center and recreation facility maintenance operations.
3. Develops, seeks, applies for and administers government and foundation grants.
4. Coordinates the District's fund development program.
5. Assists in the preparation of the District's budget and exercises budget control in areas of responsibility.
6. Provides technical advice and prepares reports, background information and policy recommendations in areas of responsibility for the General Manager and/or Board of Directors.
7. Assists in District administration, including Board meeting reports, response to public inquiries, response to Board inquiries, personnel matters, planning, special projects and other tasks as assigned.
8. Depending upon assignment, may oversee District finance functions and/or human resources to include serving as staff liaison to the Personnel Commission.
9. Represents the District and works collaboratively with other governmental agencies and community-based organizations in identifying needs, facilitating and developing partnerships in the delivery of parks, recreation and open space programs and facilities.
10. Responsible for the performance, supervision, training and evaluation of all staff and volunteers in assigned areas of responsibility.
11. Maintains effective and positive relationships with District staff, Board of Directors, commissions and committees, other government agencies, volunteer groups, service clubs and other related groups.
12. Other duties as assigned.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the duties and responsibilities of this position. The functions of this position are generally performed in work conditions found in a typical office environment, but some functions require site and facility visits or attendance at recreation functions, which may occur outside in various types of climatic conditions. The position includes working irregular hours during the day and evening and on weekdays, weekends, and holidays. Periodic travel may be required.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of this job. While performing the duties of this job, the employee is regularly required to have: hearing and speech adequate to communicate in person, by telephone, and by radio; vision adequate to read standard text; bodily movement adequate to drive an automobile, traverse terrain, and inspect buildings; manual dexterity adequate to write and use computers and office equipment; strength to perform moderate lifting and carrying of items weighing up to 30 pounds.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

Education: Graduate from an accredited college or university with a Bachelors Degree in recreation, public administration, environmental, regional or resource planning, park management, business administration, or closely related field. A Masters Degree in a related field is highly desirable.

Experience: Four years of increasingly responsible experience in recreation supervision/management or parks administration/management with at least two years in a management capacity, or an acceptable combination of education and experience that would likely provide the knowledge, skills and abilities required to perform the duties of the position.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### *Knowledge of:*

- Principles of budgeting, purchasing, personnel, public relations and general administration of parks and recreation programs and facilities.
- Philosophy and objectives for a comprehensive community parks and recreation program and provision of park, recreation and open space facilities.
- Literature in the field of recreation and parks.
- Depending on assignment, park maintenance, principles and practice of facilities maintenance.
- State, Federal and local legislative processes and grant sources.

### *Ability to:*

- Establish and maintain good relations with staff, the Board of Directors, community groups, other agencies and members of the public.
- Plan, organize and delegate work.
- Research and make recommendations to the General Manager and/or Board of Directors on District issues both orally and in writing.
- Communicate effectively, both orally and in writing.
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## **LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

A California Driver's License and a satisfactory driving record are conditions of initial and continued employment.