



***ANNOUNCING AN EXCITING  
EMPLOYMENT OPPORTUNITY***

## **GENERAL MANAGER**



*Building community and enhancing quality of life through  
People, Parks and Programs*

Deadline to apply:  
April 24, 2017

Recruiting Services  
Provided by  
Koff & Associates

The information contained herein does not constitute either an expressed or implied contract, and these provisions are subject to change.

### The Opportunity

With policy direction from the Board, the General Manager plans, directs, manages and oversees the operations of Greater Vallejo Recreation District, including administrative functions, finance, park operations and recreation services; serves as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; serves as Chief Financial Officer and Risk Manager for the District; coordinates activities and builds collaborations and partnerships with other agencies, organizations and the general public; and provides highly responsible and complex administrative support to the Board of Directors.

### The Community

The Greater Vallejo Recreation District (District) serves the City of Vallejo and unincorporated areas of Vallejo. The District serves a population of over 120,000 and is situated near major metropolitan cities such as San Francisco and the State capital of Sacramento. The area boasts a diverse community with a wealth of history, culture, attractions, and events. Residents enjoy a multitude of outdoor and recreational activities as well as the historic downtown and waterfront, shopping, and restaurants.

### The Organization

In the late 1930's, members of the Vallejo Parent Teachers Association (PTA) decided they needed an individual to organize and manage recreational activities for local youth. The PTA hired Lyston Johnson, also known as "Mr. Recreation", to do the job. In 1944, an election was held and voters elected to create the entity known today as The Greater Vallejo Recreation District.

The Greater Vallejo Recreation District (District) is a separate government agency from the City of Vallejo. The District provides parks and recreation programs for children, families, and seniors in Vallejo. The District operates primarily by means of locally-controlled funding and also receives revenue from fees for services, park entrances, programs, and facility rentals. Grants and park dedication permit fees assist in the provision for new park development projects and ongoing maintenance.

GVRD manages 407 acres of public park space including 20 neighborhood parks, 10 community parks, 6 special purpose parks, an olympic-size swimming pool and 4 community centers. GVRD, maintains over 1,000 acres of public land and offers programs that benefit Vallejo residents of all ages each year.

#### The ideal candidate will...

- Possess deep knowledge of the characteristics and challenges of a recreation district.
- Work well with community members who have diverse backgrounds and interests.
- Network with the various organizations that serve the area.
- Represent the District and speak up on its behalf.
- Envision opportunities for the District.
- Gain the trust of the community by being true to his/her word and following through on commitments.
- Possess a high level of integrity and ethics.
- Work independently while keeping the Board advised of developments affecting the District, both good and bad.
- Understand the needs of the Board and communicate with an appropriate level of detail.
- Maintain a high degree of transparency with the Board, staff and community.
- Be flexible and able to act quickly.
- Bring solutions.
- Have strong employee and labor relations skills and the ability to handle difficult personnel issues.
- Create rapport with the staff.
- Coach and mentor employees.
- Negotiate and administer contracts and collective bargaining agreements.

**Key Responsibilities**

- ❖ Assume full management responsibility for all parks and recreation services and activities including park maintenance, adult and youth recreation, adaptive recreation, and community affairs; develop and administer policies and procedures.
- ❖ Manage the development and implementation of District goals, objectives, policies, and priorities for each service area including developing the annual strategic plan.
- ❖ Advise Board of Directors on staffing and organization needs; establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery and procedures; allocate resources accordingly.
- ❖ Plan, direct and coordinate, through subordinate level managers, the District's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- ❖ Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.



- ❖ Supervise the District-wide personnel program; select, motivate, and evaluate District personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- ❖ Confer with division heads and recommend annual District budget to Board of Directors;

oversee and participate in the administration of the District budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; exercise budgetary controls and approve expenditures; direct the preparation and implementation of budgetary adjustments as necessary.



- ❖ Represent the Board and District on park and recreation matters before elected officials, outside agencies, and the general public; explain, justify and defend park and recreation programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- ❖ Provide staff assistance to the Board of Directors; prepare and present reports and other necessary correspondence.
- ❖ Negotiate contracts and agreements for professional services; oversee the administration of agreements; inspect work of architects, contractors and suppliers to ensure District requirements are being met and work is performed in accordance with specifications.
- ❖ Direct the development of long-range plans for the District; develop and implement acquisition and development program.
- ❖ Inspect parks and facilities operated by the District; recommend maintenance, repairs or other appropriate adjustments or changes to division heads.
- ❖ Review and visit programs, activities, and special events initiated by the District.
- ❖ Oversee the preparation and maintenance of Board agendas, meeting minutes and other District records.

- ❖ Serve as ex-officio member of the Greater Vallejo Recreation District Park, Open Space and Recreation Foundation; perform all related functions.
- ❖ Monitor various legislation to assess impact on District activities; attend and participate in State and Federal legislative processes.
- ❖ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation administration.
- ❖ Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- ❖ Perform related duties and responsibilities as required.



**Qualifications**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Seven years of increasingly responsible experience in a public recreation or park agency, including two years of administrative and supervisory responsibility.
- Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, or a related field.
- Possession of, or ability to obtain, a valid California driver's license.

**Compensation & Benefits**

The annual salary range for the incoming General Manager is dependent upon qualifications. The

District also offers an attractive benefits package including:

- Retirement: The District contracts with CalPERS for retirement benefits.  
Classic Members: 2% @ age 55  
PEPRA Members: 2% @ age 62
- Health Insurance: The District's present contribution covers the premium for employee plus portion of family coverage.
- Dental Insurance: GVRD pays premiums for employees and dependents.
- Vision Insurance: GVRD pays 75% of premiums; employees pay 25% of premiums
- Term Life
- Annual Leave: 15 to 20 days annually, depending on length of services
- Sick Leave: 12 days annually, with unlimited accrual
- Executive Leave: 80 hours annually
- Deferred Compensation Plan – 457 Plan available through Massachusetts Mutual Life Insurance or CalPERS

**Important Application Information**

To apply for this opportunity, please visit the Koff & Associates' website at [www.koffassociates.com](http://www.koffassociates.com) to download an Agency application. As an alternative, you can mail the completed application materials to Koff & Associates, 2835 7<sup>th</sup> Street, Berkeley, CA 94710.

**The deadline to apply is April 24, 2017.**

**The Greater Vallejo Recreation District is an equal opportunity employer encouraging workforce diversity.**

