




Assistant General Manager

Finance & Management Services



The Park District preserves a rich heritage of natural and cultural resources and provide open space, parks, trails, safe and healthful recreation, and environmental education. An environmental ethic guides the Park District in all its activities.

■ THE DISTRICT

The East Bay Regional Park District (EBRPD) contains 73 parks, 55 miles of San Francisco and Delta shorelines, 1,330 miles of park trails, and a regional green trail transportation network of 250 miles of paved trails all within more than 125,000 acres, making it the largest regional Park District in the United States. The EBRPD has a diverse portfolio of parks, from shorelines, lakes, mountains, forests, wilderness areas, swim facilities, golf courses, and cultural sites. These parks reach across two counties, which include 33 urban cities, and serves an estimated 30 million visitors annually from the greater Bay Area and around the world.

Located on the eastern side of the San Francisco Bay, the East Bay quality of life offers open spaces, waterways, world-class educational and cultural institutions, urban centers, and a culturally diverse community. The East Bay has drawn many of the region's most innovative companies, workers, and students from around the world, thus creating many economic opportunities. The Park District works to ensure a healthy and thriving ecosystem that protects wildlife and habitat by adapting to the changing climate through restoring wetlands, repairing levees, monitoring algae blooms, managing vegetation and more, while providing the public with recreation and access to nature.

The EBRPD is dedicated to serving the public and honoring the rich diversity of the Bay Area through leadership and a workforce that reflects the community it serves. The Park District is focused on its mission and engagement with the public and stakeholders that include community members, elected district directors, district leaders and employees, partner organizations, public agencies, volunteers, and taxpayers to ensure that residents in the region have access to a system of magnificent regional parklands. EBRPD has an estimated 1,000-employee workforce and a 2023 Adopted Budget of \$330 million.

East Bay 
Regional Park District



■ THE POSITION

The Assistant General Manager – Finance & Management Services is under the direction of the General Manager and supervises program managers who individually exercise specialized responsibilities for: Finance, Information Systems Management, Peralta Oaks & Facility Management, and Grants Administration.

This role represents the District with external governmental agencies, elected officials and serves on various boards and committees on matters that deal with various areas of expertise, as well as on the District's executive leadership team with significant involvement in overall District planning and management; serves as a member of the District's senior management staff; chairs or serves in several key management work groups that provide critical input to the General Manager and/or Board of Directors on long term operational and financial plans and strategies; and provides technical expertise on assigned functional areas and assigned special projects.



The Assistant General Manager – Finance & Management Services is assigned functions that include oversight of all District financial activities, ensuring the development and administration of appropriate accounting policies, financial planning and reporting systems; developing, supporting and maintaining the District's technology; overseeing the operations and maintenance of the District's administrative headquarters building (Peralta Oaks), the Trudeau Training Center and Central Stores, and providing centralized office services. i.e., mail distribution, duplication, and switchboard and reception; administration of all incoming and outgoing grants from application to closure.

This role manages diverse programs through coordinated leadership assuring the Division meets specially assigned ongoing and annual operational and financial objectives; assumes overall responsibility for managing the Division's and the District's Operating and Capital Budgets.

Upcoming Initiatives/Major Projects

- » Moving into a new adjacent Headquarters building.
- » Implementing a Strategic Plan for Information Technology services.
- » Assessing and Replacing the existing Enterprise Resources Planning (ERP) system.
- » Establishing a Financial Strategic Plan including an evaluation of Purchasing practices.



■ CHARACTERISTICS OF THE IDEAL CANDIDATE

The ideal candidate shall have the ability to make financially and ethically sound decisions ensuring the District's financial transparency, accountability, and sustainability. This highly collaborative leader shall have exceptional interpersonal and analytical skills and can quickly establish mutual respect and trust with District Leadership, Board of Directors, and department staff. The ideal candidate shall be a results-oriented and strategic thinker with a successful track record of ensuring consistent and effective execution of financial systems and processes and optimal use of department and organizational resources to meet the ever-changing needs of a highly visible and complex business unit.

Candidates must have a thorough knowledge of general governmental accounting and budget standards and practices, laws and regulations governing public agency accounting practices and reporting, as well as an understanding of the professional practices and principles of information systems and network management, grants administration, and general administrative support and facilities management. Candidates must possess significant knowledge of general management and supervisory principles and practices, and demonstrate sound judgment and leadership skills, as well as the ability to analyze complex multidisciplinary issues and implement enterprise-wide solutions.

- » **Results Oriented** – Improves and sustains superior business performance; ability to manage competing priorities effectively; ability to lead a team of financial professionals through departmental process; makes financially-sound decisions and pursues aggressive goals and works hard/smart to achieve them.
- » **Problem-Solving and Strategic Thinking** – Demonstrates the ability to manage a financial operation; performs in-depth analyses and research; develops innovative solutions.
- » **Leadership & Management** – Demonstrates an enthusiastic and empowering workforce and creates an environment where ideas are fostered, and growth potential is nurtured and developed; exhibits engaging and approachable behavior; listens attentively to understand the needs, intentions, and values of others.
- » **Political Aptitude & Collaboration** – Has the ability to maintain effective working relationships with management, elected officials, partner agencies, employees, and financial advisors.
- » **Financial Acumen** – In-depth knowledge of the principles and practices of budget and accounting, debt issuance and management, debt instrument structuring, preferably instruments for finance and investment strategies utilized in special district and other public sector agencies.
- » **Effective Communicator** – Strong interpersonal, analytical, written, and verbal communication and presentation skills; handles sensitive situations with tact and diplomacy.
- » **Technically Savvy** – Stays abreast of industry best practices, relevant technology applications and contemporary tools and work methods, and demonstrates a tendency towards exploring and applying new ways of doing business that add value to operations; strong computer skills for spreadsheet design, complex modeling, word processing applications, and remote collaboration.

■ EDUCATION & EXPERIENCE

Bachelor's Degree from an accredited college or university in accounting, economics or business administration, or a closely related field.

Eight (8) years of experience in one or more of several administrative capacities, such as executive management, public finance, information system management, or grants administration, including two years of experience at the senior management level. Direct experience with governmental financial operations is desirable.

A master's degree from an accredited college or university with major course work in accounting, economics, business administration or a related field or current license as a Certified Public Accountant (CPA) may be substituted for a maximum of three years of the required experience.

■ COMPENSATION AND BENEFITS

The salary range for this position is **\$195,291 - \$249,288**. Placement within this range is dependent on experience and qualifications. The Park District also offers a generous benefits package including:

Holidays – 14.5 paid holidays per year.

Vacation – Newly hired 12 days per year; additional days subject to negotiation based on experience.

Sick Leave Accrual – 12 days per year; unlimited accrual.

Retirement – CalPERS: Classic (2.5% @ 55 formula) for employees established with PERS prior to January 1, 2013, and PEPRA (2% @ 62 formula) for employees hired on or after January 1, 2013. Employee contribution rate of 7% or 8% based on CalPERS membership.

Medical Insurance – Choice of CalPERS HMO and PPO Health Plans. The Park District pays 100% of family Kaiser.

Vision Care Insurance – Employee paid standard plan or buy-up plan; Coverage through Vision Service Plan (VSP).

Dental Insurance – District paid; Delta Dental PPO/ Delta Dental Premier; Annual maximum benefit of \$2,000 per enrolled employee and each eligible enrolled dependent \$50 annual deductible per person, \$150 max per family.

Flexible Spending Accounts – Employee can elect pre-tax payroll deferral amounts for medical care and/or dependent care FSA Plan permits an annual election of up to \$2,850/year for eligible medical expenses and up to \$5,000/year for dependent care expenses.

Long-Term Disability – District Paid; Coverage through NY Life.

Short-Term Disability – State Disability Insurance (SDI) or Paid Family Leave (PFL).

Tuition Reimbursement – District pays up to a maximum of \$1,600 per calendar year.

Other Benefits – Employee Assistance Plan (EAP), Life Insurance, Deferred Compensation Plan.

Park District employees participate in Social Security and Medicare.

■ APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, January 8, 2024**.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited for a screening interview with the consultant starting the week of **January 1st**, following which the most qualified candidates will be invited for a panel interview with the District the week of **January 22nd**. Final interviews are anticipated to be held the week of **January 29th**. Media checks and a comprehensive reference and background check will be performed on final candidates.

To apply, please submit your materials to: <https://www.cpshr.us/recruitment/2275>

For additional information about this position please contact:

CPS HR  CONSULTING

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