The East Bay Regional Park District, the largest local park agency in the country, serves a populace of approximately 2.5 million in Alameda and Contra Costa Counties on the eastern side of the Oakland/San Francisco Bay region. The District comprises 114,000 acres of land in 65 parks, including over 1,200 miles of trails. The District offers the outdoor enthusiast a wide variety of recreational opportunities that include picnicking, swimming, boating, or fishing on a choice of nine freshwater lakes and swim lagoons, playing 18 holes on one of the two District golf courses, participating in one of more than 15 annual special events and festivals, or simply taking in the scenic views of the San Francisco Bay shoreline. The District's administrative headquarters is located in the Oakland hills near the Oakland Zoo.

Alameda and Contra Costa Counties are a blend of culturally and ethnically diverse communities. This mixture of cosmopolitan and suburban communities provides a highly suitable environment for raising a family. The Counties offer a lifestyle unique to one of the nation's most popular regions. The East Bay population is highly diverse economically as well. You'll find some of the finest educational systems, offering industry and individuals the broadest possible selection of public and private learning and research facilities. Educational institutions in the region include the University of California at Berkeley, St. Mary's College, Mills College, California State University East Bay, and numerous other community, city and private colleges.

The East Bay is proud of its extensive cultural resources. The Oakland Museum offers lessons in the rich history of California's people, places and events. Berkeley's Cal Performances and the Oakland East Bay Symphony offer a complete season of live musical performances. The East Bay also serves as home to three major professional sports franchises.

THE ORGANIZATION

The East Bay Regional Park District was incorporated in 1934 as a California Special District for the purpose of acquiring park, recreation and open space land and developing, operating and maintaining this land. The District is governed by a seven-member Board of Directors that determines policy. Board members are directly elected on a ward basis for 4-year terms. Each Director represents a specific geographic area of the District whose boundaries encompass 1,745 square miles on the eastern side of the San Francisco Bay, including all of Alameda and Contra Costa Counties. The District's 2013 budget totals $171.3 million (operating and capital). Approximately 83% of the funding is generated from property taxes and assessments. The District currently employs 641 full-time and approximately 300 seasonal employees. The District's General Manager reports to the Board of Directors, and oversees an organization with a core mission: To acquire, develop, manage, and maintain a high quality, diverse system of interconnected parklands which balances public usage and education programs with protection and preservation of our natural and cultural resources.

Visit the District website at www.ebparks.org
District Master Plan at www.ebparks.org/planning/mp

THE POSITION

The District operates 65 parks ranging in scope from regional recreation areas to open space preserves. The District covers over 114,000 acres in its two-county jurisdiction with 1,200 miles of trails. These parklands help to ensure preservation of the natural beauty that makes the Bay Area such a desirable place to live. They provide habitat for wildlife, including many rare and endangered species. They also enhance the region's quality of life, resulting in tangible economic benefits as well as aesthetic values.

Park Operations provides a diversified system of regional parklands, trails, and parkland-related services that offer outstanding opportunities for creative use of outdoor time. These include swimming, fishing, hiking, biking, horseback riding, boating, and family and large group picnicking and camping. The Department manages public use of parks and facilities, provides outstanding customer service, collects park user fees at numerous sites, performs routine maintenance of grounds and buildings, and provides trained staff to support police, fire and other emergency services. The Department performs natural resource management activities such as vegetation management and soil conservation to manage, maintain and restore the parklands so that they retain their important scenic, natural, and cultural values. It is the Department's goal to provide recreational development that fosters appropriate use of parklands while preserving their remoteness and intrinsic value.
The Chief of Park Operations provides direction and overall management of the day-to-day operations of the District's various parks and facilities. Reporting to the Assistant General Manager of Operations, the Chief oversees the District's largest department consisting of approximately 233 full-time employees plus seasonal/temporary staff and manages a current year operating budget of approximately $35 million. The Chief delegates responsibility through six unit managers. The Chief serves as the primary representative of the Park Operations Department within the District and serves as the Department's primary advocate for ongoing needs and support, while also interfacing with a variety of external stakeholder agencies and groups with whom the District collaborates. The Chief serves as the primary staff liaison to the Park Advisory Committee. The Chief is also a member of the General Manager's Labor Relations Group.

CURRENT ISSUES AND PRIORITIES

In preparation for the recruitment of the Chief of Park Operations, key District stakeholders identified the following current short- and long-term issues and priorities that will require the energy, commitment and expertise of the successful candidate:

- Advocates for the necessary District resources to provide for both effective and efficient park operations that meet the service levels park users have come to expect. This includes the ongoing updating of records and standards manuals to validate departmental needs going forward.
- Evaluates staffing modes and organizational structure to determine the most effective strategies to address recent and future District expansion in a limited resource environment.
- Serves as a primary interagency staff liaison with other special districts, water agencies, recreation providers, Alameda and Contra Costa counties, community groups, and others.
- Successfully manages the day-to-day operations of the Department including development of the departmental budget (comprised of approximately 40 budgets within the Department), appropriate delegation of responsibilities, establishing professional standards and expectations, addressing personnel issues as appropriate, and collaborating with other District departments including administration (finance), public safety (police and fire), and human resources.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced manager/administrator in park management with a thorough knowledge of park operations relating to a wide variety of outdoor recreational and interpretive programs and maintenance management. Highly qualified candidates must possess significant knowledge of general management and supervisory principles and practices, and must have an excellent track record of sound judgment and leadership skills. This collaborative, enthusiastic, and results-oriented leader will be a strategic thinker who possesses outstanding communication, interpersonal and consensus building skills and must be able to work cooperatively with elected officials, labor union representatives, and a diverse group of stakeholders.

The District has identified the following leadership competencies that District management will ideally possess:

Purpose:
- Vision: makes a direct contribution toward achieving EBRPD’s Vision and Mission
- Strategic Thinking: applies a long-term, broad view to management activities
- Customer-Focused: demonstrates a commitment to serving internal and external customer needs
- Results Orientation: consistently delivers quality results

People:
- Team-Building: utilizes teams to achieve maximum results
- Diversity: promotes and values differences of perspective, opinion and approach
- Communication: achieves desired results through spoken and written word
- Influence: gains cooperation and support without invoking formal authority

Process:
- Problem-Solving/Decision-Making: makes sound decisions and resolves problems in a timely manner
- Change Management: initiates, guides and builds commitment to change
- Financial Management: wisely manages revenue and other taxpayer’s dollars
- Systems Thinking: applies an integrative approach to management situations
Specific requirements are as follows:

**Qualifications**

**Experience**: At least six years of increasingly responsible experience in parks management, two of which must have been at the middle management level. (A Master’s degree in parks management or a closely related field may be accepted as an equivalent to a maximum of two of the required six years of experience).

**AND:**

**Education**: A Bachelor’s degree from an accredited college or university is required in parks management, forestry, landscape architecture, or a closely related field.

**OR:**

An equivalent combination of education and experience.

**COMPENSATION AND BENEFITS**

The salary range for this position is $108,118 to $137,987 with possible future merit steps up to $159,785. The District also offers an attractive benefits package with the following elements:

- **Retirement Plans** – CalPERS 2.5% @ 55 for classic members (employee currently pays 4% of employee portion to PERS with District contributing 4%) or 2.0% @ 62 (2.5% @ 67) for new members as defined under PEPRA (employee pays 6.5%); 401(a) deferred compensation plan and a voluntary 457 deferred compensation plan.
- **Health Plan** – The District participates in the CalPERS medical plan. District pays entire Kaiser premium or the cost of Kaiser coverage toward an alternative medical plan. Dental plan premiums also paid by the District. Optional vision care plan available.
- **Life Insurance/AD&D** – District provides coverage for up to 2.5 times annual salary (maximum $500,000).
- **Flexible Spending Accounts** – premium only benefit plus dependent care and medical.
- **Holidays** – 13.5 days per year.
- **Vacation** – 12 days per year minimum increasing depending on years of service.
- **Administration Leave** – 40 hours per year.
- **Long Term Disability** – 70% of pre-disability earnings to a maximum monthly benefit of $10,000.
- **Sick Leave** – accrued at the rate of one day/month.
- **Miscellaneous** – additional benefits including tuition reimbursement and employee assistance program.

**District residential housing may be available on a limited term basis to assist appointee in relocation.**

The entire list of District benefits may be found at the following link: [www.ebparks.org/job/resources](http://www.ebparks.org/job/resources)

**APPLICATION AND SELECTION PROCEDURE**

To be considered for this exceptional career opportunity, submit your résumé, cover letter, a list of four work-related references and current salary by **Friday, June 13, 2014**. Résumé should reflect years and months of employment, beginning/ending dates as well as size of staff and budgets you have managed. Forward your materials to Stuart Satow:

CPS HR Consulting
241 Lathrop Way
Sacramento, California 95815
Tel: 916 263-1401
Fax: 916 561-7205
E-mail: resumes@cpshr.us
Website: [www.cpshr.us/search](http://www.cpshr.us/search)

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant in late June. CPS HR Consulting will report the results to the East Bay Regional Park District. The District will then select candidates to be invited to participate in an assessment process at District headquarters in Oakland scheduled for the **week of July 28th**. An offer of appointment is expected shortly thereafter following extensive reference and background checks. For additional information about this position please contact Stuart Satow.