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## ASSISTANT GENERAL MANAGER

### **DEFINITION**

Under administrative and policy direction, provides highly responsible and complex management assistance to the General Manager and Board of Directors in support of the Authority's mission to protect and manage the open space greenbelt; plans, organizes, manages, and oversees all functions and activities of the Planning and Land Management programs or other programs as directed by the General Manager; manages complex policy, land acquisition, and strategic planning projects; develops interagency partnerships and collaborations in support of Authority strategic goals and objectives; provides highly responsible and complex professional assistance to the General Manager in areas of expertise; acts as General Manager in the General Manager's absence; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative and general policy direction from the General Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, and technical support staff through subordinate levels of management and supervision.

### **CLASS CHARACTERISTICS**

This executive management classification oversees, directs, and participates in all activities of the Authority's land acquisition, conservation and planning, and land management programs, including short- and long-term planning, policy development and administration, and enforcing Authority policies and procedures. The incumbent regularly interacts with the General Manager, Board of Directors, and staff in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy and Authority programs, projects, and activities, including the role of an elected Board of Directors and the ability to develop, oversee, and implement complex Authority-wide projects and programs. Responsibilities include coordinating the activities among all Authority departments and managing and overseeing the complex and varied programs, budgets, annual work plan, projects, and activities of the assigned function. The incumbent is accountable for accomplishing Authority-wide planning and operational goals and objectives within general policy guidelines.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** *(Illustrative Only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical job functions.*

- Assists the General Manager in planning, organizing, and directing the services and activities of assigned Authority programs, including planning and land management, identifying strategic priorities, preparing and implementing budgets and annual work plan, and planning and directing Authority's resources appropriately.

## Santa Clara County Open Space Authority

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Assistant General Manager

- Implements directives and policies from the General Manager and Board of Directors; provides guidance and direction to assigned staff to coordinate and direct programs and projects; meets with staff to identify and resolve organizational and operational problems both within programs and across programmatic lines; ensures the successful completion of programs and projects.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with Authority standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.
- Contributes to the overall quality of the Authority's service provision by developing, reviewing, and implementing policies and procedures to meet legal requirements and Authority needs; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Participates as a member of the management Leadership Team; works cooperatively with other members to address Authority issues, ensure overall health of the organization, foster good communications between department staff, and provide consistent and professional management.
- Oversees development of Annual Work Plan and associated program budgets, including setting priorities and directing the forecast of funds needed for staffing, equipment, materials, and supplies, approving expenditures, and implementing mid-year adjustments.
- Participates in identifying sustainable funding sources; oversees and participates in preparing grant applications and directs contract grant writers to secure additional funding.
- Oversees and participates in the development of a 5-Year Capital Improvement Program and land management cost model to analyze the costs associated with managing existing and potential systems of protected lands.
- Serves as Project Director and manages complex planning and policy development projects, including master plans, strategic plans, and mitigation programs; develops work plans and project budgets and prepares project objectives, scope, schedules, and baseline requirements; identifies critical strategic, project management, and external issues and develops and implements solutions to manage risks and issues; facilitates and integrates input from the Board, commissions/committees, staff, key stakeholders, and the public.
- Evaluates potential land acquisition opportunities to protect natural resource and public recreation values; analyzes costs based on comparable sales and strategic value to the Authority; manages land acquisition projects, including conducting negotiations and pursuing funding partnerships with federal, state, and local agencies, foundations, and conservation partners.
- Oversees preparation of land management plans, determines costs, and negotiates land management agreements and conservation easements for mitigation projects.
- Reviews and develops policies and procedures related to planning and management of Authority lands; works closely with Board, commissions/committees, staff, and key stakeholders to develop new policies and programs.
- Represents the Authority in meetings with governmental agencies, community groups, and various intergovernmental, legislative, special interest, community, and nonprofit organizations, as well as on various intergovernmental committees, task forces, and commissions pertaining to Authority management and assigned program matters.
- Conducts a variety of Authority-wide organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on and makes presentations to the Board of Directors and a variety of councils, boards, committees, and commissions; attends and participates in professional group meetings; stays

# **Santa Clara County Open Space Authority**

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Assistant General Manager

abreast of new trends and innovations in the field of land acquisition, conservation and planning, and land management programs.

- Monitors changes in laws, regulations, and technology that may affect Authority or programmatic operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Serves as acting General Manager in the absence of the General Manager.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency annual work plan and budget development, contract administration, Authority-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of special district administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of public land management, open space planning and preserve maintenance, resource management, conservation planning, land acquisition program development and management, and application of GIS to land acquisition, planning, and management.
- Applicable local, state, and federal laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Technical, legal, financial, and public relations issues associated with the management of planning and land acquisition and management programs.
- Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Authority in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.

# Santa Clara County Open Space Authority

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Assistant General Manager

## Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide administrative and professional leadership and direction for assigned programs and the Authority.
- Prepare and administer large and complex annual work plans and budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of planning and land management programs and operational activities.
- Conduct effective negotiations and effectively represent the Authority and assigned programs in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

## Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in public policy, planning, resource management, natural sciences, or a related field and six (6) years of management experience in the protection, operation, or planning of open space, park, forest, or public recreation areas. Master's degree is desirable.

## Licenses and Certifications:

- Possession of a valid California Driver's License.

# **Santa Clara County Open Space Authority**

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Assistant General Manager

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Authority field and development sites, including traversing uneven terrain, to operate a motor vehicle, and to visit various Authority and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

## **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally work in the field and may occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and/or hazardous physical substances and fumes. Employees may interact with staff and/or public and private representatives on sensitive issues and in interpreting and enforcing Authority policies and procedures.

EFFECTIVE: September 2013  
REVISED: N/A  
FLSA: Exempt