

Assistant Manager Duties

(The Assistant Manager is a direct report to the General Manager)

- Perform the duties of the General Manager in the General Manager's absence
- Assist GM insuring compliance with local, county, state and federal requirements, employer obligations, tax appeals and environmental regulations.
- Assist GM in the preparation and execution of Board meetings
- Assist the GM with confidential duties including legal matters
- Assist the GM with preparations of contracts and agreements
- Assist the GM with personnel administration and supervision
- Assist GM with employee evaluations
- Identify potential partnerships, sponsorships and other sources of revenue
- Coordinate the work of the District with that of other governmental agencies and community groups
- Assist with park rentals and insure renters compliance with District Policies and Procedures
- Assist with Community Garden rentals and insure renters compliance with District Policies and Procedures
- Assist with the execution of events that are co-sponsored by the District
- Conduct community outreach
- Consider community input, analyze the needs of the District and make recommendations for future acquisitions, projects and improvements to meet those needs
- Work with District staff to generate grant proposals to fund park programs, refurbishments and improvements
- Supervise project implementation
- Act as Information Technology Advisor
- Assist with website updates and development
- Assist the GM with other related duties and responsibilities as assigned

The Assistant General Manager (AGM) assists the General Manager (GM) with oversight of 9 full-time, and a varying number of part-time student and casual labor employees.

In collaboration with the GM, the AGM directs the activities of the administrative staff, insuring government compliance at all levels, facilitates Board Meeting preparation and execution, assists with identifying and applying for grants to fund park enhancement projects.

The AGM is responsible for day-to-day work flow including but not limited to park maintenance and project oversight, park rentals, special events, and community engagement as directed by the GM.

The successful candidate will have knowledge of budgeting, contracting, and Government Code as it relates to Special Districts. Preferred experience of four years management and administrative experience in a Special District or parks and recreation setting; or have a Bachelor's degree from an accredited college or university in Recreation and Park Administration, Business Administration, Public Administration or a related field, with 2 yrs of related work experience. Experience working with unions would be a helpful attribute.

For additional information please visit our website: www.ivparks.org

Job Type: Full-time

Salary: \$60,000.00 to \$70,000.00 /year DOE plus full benefits package