



ASSISTANT GENERAL MANAGER

Location:

Isla Vista Recreation and Park District
961 Embarcadero Del Mar
Isla Vista, California 93117
www.ivparks.org

Salary:

\$60,000 - \$70,000 Annually DOE
Exempt, Benefited, AT-Will position

Job Description:

The Assistant General Manager (AGM) reports directly to, and works in collaboration with the General Manager (GM), performs a broad scope of management duties as directed by the GM, and performs the duties of the GM in his or her absence. Must be able to work occasional nights and weekends as required. Regular duties may include but are not limited to:

- Insure compliance with local, county, state and federal requirements, employer obligations and environmental regulations.
- Preparation for, and execution of Board meetings
- Confidential duties including personnel and legal matters
- Personnel administration, supervision and reviews
- Preparation of contracts and agreements
- Identify potential partnerships, sponsorships and other sources of revenue
- Coordinate the work of the District with that of other governmental agencies and community groups
- Conduct park rentals and insuring compliance with District Policies and Procedures
- Execute events that are sponsored or co-sponsored by the District
- Conduct community outreach
- Analyze the needs of the District, consider community input, and make recommendations for future acquisitions, projects and improvements to meet those needs
- Generate grant proposals to fund park projects, programs, refurbishments and improvements
- Supervise project implementation
- Information technology/Social media management
- Oversee website updates and development
- Other related duties and responsibilities as assigned

The qualified candidate will possess:

Bachelor's degree in Recreation and Park Administration or related field with minimum 2 yrs. recreation and park work-experience; or 4yrs work-experience in a combination of recreation and park management and business administration, personnel management, or related field.

To Apply:

This position will remain open until an appropriate candidate is identified. To be considered for this exciting career opportunity, please forward a letter of interest, resume, salary history, and completed job application.

Job application:

<http://www.ivparks.org/employment/jobapplication-fillable/Employment-Application-2014-EDITABLE.pdf>

Submit to:

Angela Kamm
akamm@ivparks.org , or deliver to
961 Embarcadero Del Mar
Isla Vista, CA 93117
805-968-2017