

MIDPENINSULA  
REGIONAL  
OPEN SPACE  
DISTRICT,  
CA

INVITES YOUR  
INTEREST IN  
THE POSITION OF

LAND & FACILITIES  
SERVICES  
MANAGER



# THE ORGANIZATION

The Midpeninsula Regional Open Space District (Midpen) is a regional greenbelt system in the Santa Cruz Mountain region which has preserved 65,000 acres of land and manages 26 extraordinary open space preserves, permanently protected for public enjoyment and recreation. Midpen's boundary extends from San Carlos to Los Gatos and to the Pacific Ocean from south of Pacifica to the Santa Cruz County Line. Midpen is a growing organization with a focused mission that guides its work, and where every employee makes an impact.

Headquartered in Los Altos, the District is divided into seven geographic wards, each containing approximately 100,000 constituents and represented by an elected Board member for a four-year term. Located at the District's headquarters, administrative staff includes professionals in open space planning, resource management, engineering and construction, real property, and public affairs, in addition to legal, human resources, information systems and technology, office management, finance, budgeting, accounting, grants, and procurement staff.

Through the determined and heartfelt efforts of local conservationists, the Midpeninsula Regional Open Space District was created by successfully placing a voter initiative on the ballot in 1972. The District is working to form a continuous greenbelt of permanently protected open space by linking its lands with other public parklands. The District seeks these linkages for the creation of wildlife corridors as well as the expansion of interconnected regional trails. Midpen continues to strategically acquire and preserve open space, protect and steward the natural resources, and provide opportunities for low-intensity public enjoyment and environmental education.

Preserves include redwood, oak, and fir forests, chaparral-covered hillsides, riparian corridors, grasslands, and wetlands along the San Francisco Bay. Ranging from 55 to over 18,000 acres, 24 preserves are open to the public free of charge, 365 days a year. Visitors will find over 240 miles of trails ranging from easy to challenging terrain. Each week, thousands of visitors, including hikers, runners, bicyclists, equestrians, people with disabilities, and people walking their dogs use District trails. Midpeninsula Regional Open Space District offers free docent-led activities nearly every day of the week, ranging from easy nature walks to challenging hikes and mountain bike rides.

Midpen is a proud partner in the Bay Area Healthy Parks and Healthy People initiative, encouraging a lifestyle of health outdoor recreation. Over 500 volunteers assist the District each year in one-day projects, ongoing natural history education, trail patrol, and maintenance and restoration programs.

The District's mission is to acquire and preserve a regional greenbelt of open space land in perpetuity, protect and restore the natural environment, and provide opportunities for ecologically sensitive public enjoyment and education.



The Midpeninsula Regional Open Space District (Midpen) is a regional greenbelt system in the Santa Cruz Mountain region.

On the San Mateo County Coast, the mission includes the preservation of agricultural lands; to acquire and preserve in perpetuity open space land and agricultural land of regional significance, protect and restore the natural environment, preserve rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education. The District accomplishes its mission in the context of a changing demographic while being mindful of the growing costs of land, capital infrastructure, ongoing maintenance, and resource stewardship.

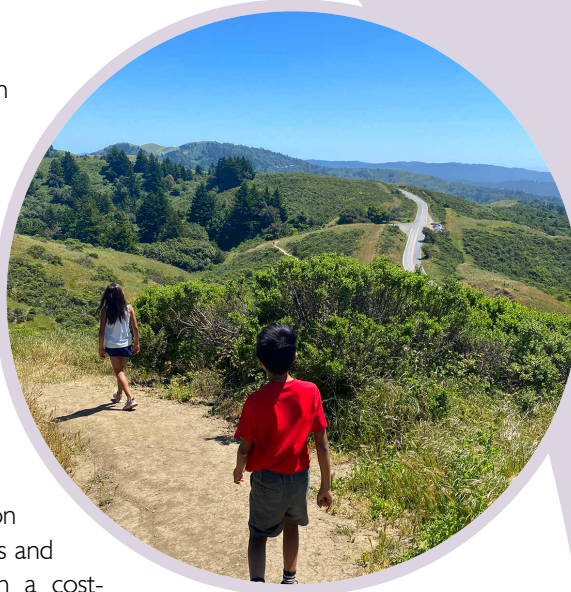
If you are looking for an outstanding opportunity to contribute to the legacy of open space protection and outdoor recreation, working with an incredible team of like-minded colleagues, we invite you to apply for this position. To learn more about what the District is passionate about, we invite you to visit the website at: [www.OpenSpace.org](http://www.OpenSpace.org)

# THE POSITION

Under administrative direction of the Visitor and Field Services Assistant General Manager, the Land and Facilities Services Manager plans, organizes, manages, and oversees all function and activities of the Land and Facilities Department, including oversight of fleet management, property management (rentals and leases), construction, modification, maintenance, and repair of District lands and facilities, and resources management. The Land and Facilities Services Manager coordinates assigned activities with and fosters cooperative working relationships among other District departments, officials, outside agencies, and the public; provides highly responsible and complex professional assistance to the Visitor and Field Services Assistant General Manager in areas of expertise; and performs related work, as required. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines.

Key responsibilities of the position include:

- Evaluate the need for, and develop plans and schedules for, long-term operations, construction, and maintenance programs; facilities management and maintenance programs; fleet management, and property management programs.
- Manage and participate in the development and administration of large and complex budgets and allocate limited resources in a cost-effective manner.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of change.
- Confer with planners, consultants, and outside agencies, neighborhood and community groups, and the public in acquiring information and coordination of encroachment, capital improvement projects, and related matters.
- Assist in the negotiation and implementation of employee association contracts; chair meeting and conference sessions; analyze employee association proposals and make appropriate recommendations.
- Respond to difficult and sensitive public inquiries and complaints.
- Prepare, review, and present staff reports, various management and information updates, and reports on special projects as assigned by the General Manager or Visitor and Field Services Assistant General Manager.
- Prepare leases, contracts, and other property management related documents including cattle grazing leases for legal review.
- Ensure safety and regulatory compliance.
- Select, train, motivate, and direct department personnel. Evaluate and review work for acceptability and conformance with department standards, including performance evaluations. Work with employees on performance issues; implement discipline and termination procedures; initiate and manage internal investigations.



This position calls for an excellent manager and leader who is highly skilled at and comfortable with leading and developing people.

manager with a work history that demonstrates acuity in short- and long-term planning, development, and administration of policies, procedures, and services. This position calls for an excellent manager and leader who is highly skilled at and comfortable with leading and developing people; a self-starter with excellent oral and written communication skills and a proven track record of success. The ideal candidate will demonstrate exceptional interpersonal skills and a commitment to developing strong, positive working relationships with the entirety of the management team and staff. A candidate who exhibits patience, transparency, and a commitment to teamwork will be valued, as will one who is able to work both collaboratively and assertively. Candidates must exhibit excellent communication and customer service skills. The chosen candidate will have proven leadership and management experience and excellent presentation skills. An individual with a proven track record in effective management and leadership of a labor union or represented staff is desirable.

The ideal candidate is an accomplished professional with a highly collaborative management style, strong emotional intelligence, and superior people skills. An innovative leader with a hands-on and proactive approach who takes the initiative to resourcefully deal with complex issues and continues to build on the District's reputation of excellence is sought.

The selected candidate will inspire a high level of trust, demonstrate strong ethics, and share a passion for the mission of the District.

The Land and Facilities Services Manager is knowledgeable in the principles and practices of public land management, open space preserve and trail maintenance, resource management, and operations program development and management, and long-term open space and trail

## THE IDEAL CANDIDATE

The Midpeninsula Regional Open Space District is seeking a Land and Facilities Services Manager who is dynamic and approachable and thus able to effectively engage with and facilitate the District's wide range of constituents and partners. The ideal candidate is an excellent communicator and a collaborative leader with the proven ability to foster cooperative and effective working relationships with other District departments, officials, outside agencies, and the public. The selected candidate will be a seasoned project and program

construction and maintenance planning and budgeting. Successful candidates will have experience working in maintenance and construction, parks, property management, and recruiting and hiring.

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. The General Manager reserves the right to select any combination of education, experience, and career history that will best serve the District in this key and important leadership role. A typical candidate will possess the equivalent to graduation from an accredited four-year college or university, with major coursework in park administration, resource management, natural sciences, or a related field. Five (5) years of management experience in the protection, operation, or maintenance of parks, open space, forests, or public recreation areas and/or related facilities or property or facilities management for a public or nonprofit agency with the responsibility of managing park or open space lands is required. The selected candidate will have possession of a valid California Driver's License; possession of, or the ability to obtain, Basic First Aid and Cardiopulmonary Resuscitation (CPR) certification within six (6) months of employment; possession of, or ability to obtain, the level of certification in the Incident Command System Courses as specified under the National Incident Management System (NIMS).

## THE COMPENSATION

The annual salary range for the Land and Facilities Services Manager position is \$136,936-\$171,029; placement within this range is dependent upon qualifications and experience. The Midpeninsula Regional Open Space District provides an excellent benefits package including, but not limited to, the following.

**Retirement Plan** – CalPERS 2.5% at 55 for classic members; CalPERS 2% at 62 for new members

**Social Security** – District does not participate in social security; however, the District does pay toward Medicare

**Medical Plan** – Choice of HMO or PPO plans through CalPERS – District pays most of insurance premiums

**Dental Plan** – Delta Dental – District paid

**Vision Plan** – VSP – District paid

**Life, LTD (Long-Term Disability), and AD&D (Accidental Death and Dismemberment) Insurance** – District paid

**Employee Assistance Program** – District paid

**Vacation** – Starts at 15 days per year

**Personal Leave** – 36 hours of leave per year

**Administrative Leave** – 64 hours of leave per year

**Holidays** – 11 paid holidays per year



**Sick Leave** – 12 days per year – no cap on accumulation; 80 hours per year may be used for Family Sick Leave

Optional programs include Deferred Compensation Plans, Flexible Spending Plan, Commuter Check Program, Supplemental Life Insurance, and Tuition Reimbursement.

## TO APPLY

If you are interested in this outstanding opportunity, please visit our website at [www.bobmurrayassoc.com](http://www.bobmurrayassoc.com) to apply online.

**Filing Deadline:  
August 16, 2020**

Following the closing date, resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray & Associates. Candidates will be advised of the status of the recruitment following finalist selection. Finalist interviews will be held with the Midpeninsula Regional Open Space District. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval.

If you have any questions, please do not hesitate to call Mr. Gary Phillips at:

(916) 784-9080

