



## **Strawberry Community**

Strawberry is an unincorporated waterfront community in Marin County, CA and home to nearly 5000 people. Located on San Francisco Bay between the towns of Mill Valley and Tiburon, it is approximately 10 miles north of San Francisco.

## **Strawberry Recreation District**

The Strawberry Recreation District, an independent government agency, is responsible for operating and maintaining athletic facilities and parks. These include: Recreation Center, Tennis Courts (4), Swimming Pool and Spa, Playing Fields, Parks, Public Dock, and Public Paths.

The Recreation District is managed by a District Manager who reports to an elected 5-member Board of Directors. Its operating budget is \$1.2 million. The District is primarily self-funded, with program fees. Staff includes 7 year round employees and several sub-contractors and seasonal part-time staff.

*Strawberry Recreation District is an equal opportunity employer.*

# **Strawberry Recreation District**

**Invites applicants for:  
GENERAL MANAGER**

**Salary: \$110,000-130,000.00  
Commensurate with experience**

**Full Time w/ health, dental and CalPERS benefits.**

**Please send resumes  
by 5pm on or before  
May 5, 2019**

**Interviews will be held on Wednesday, May 23,2019**

Email cover letter & resume to: [admin@strawberryrec.org](mailto:admin@strawberryrec.org)  
or send to:

**Strawberry Recreation District  
118 E. Strawberry Drive  
Mill Valley, CA 94941  
(415)383-6494**

**District General Manager**  
**Summary of Job Description**

- Plan, direct, manage and oversee the operations of the Strawberry Recreation District.
- Coordinate activities with other agencies, organizations and the general public.
- Report into and provide administrative support to the Board of Directors.
- Manage District finances; prepare long-term financial plans; monitor budget, cash flow, and expenses/spending; coordinate annual audit.
- Manage and supervise District employees and office.
- Manage all parks and recreation services and activities including, park maintenance, adult and youth recreation, adaptive recreation, aquatic facilities, and community affairs; develop and administer policies and procedures.
- Manage the development and implementation of District goals, objectives, policies, and priorities for each service area.
- Serve as primary contact to outside agencies, the media and the public for District issues, including non-recreation items, and as contact with County of Marin for administration issues.
- Plan and implement District website, email communications and other technological applications.
- Fundraise and prepare grant applications.

**Education and Experience**

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

**Experience:** Seven years of increasing responsible experience in a public recreation and park agency including two years of administrative and supervisory responsibility.

**Education:** Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, business administration, parks and recreation administration, or related field.

**Certificate(s):** Possession of, or ability to obtain, an appropriate valid driver's license.

**Qualifications:**

***Knowledge of:***

- Principles and techniques of community recreation service administration and public facility management.
- Program planning related to community and recreational services and facilities.
- Principles of personnel management, supervision and training.
- Budget techniques and public facility management operations and maintenance.
- Marketing and public relations principles and techniques.
- Recycling/conservation management principles and trends.
- Special event planning/promotion.

***Ability To:***

- Evaluate effectiveness of community services.
- Develop recreational programs adapted to community needs.
- Communicate clearly and effectively orally and in writing.
- Write and monitor grants.
- Operate current computer systems and software.
- Develop and monitor contracts.
- Supervise, evaluate and direct staff.
- Maintain effective working relationships with Board of Directors, elected officials, community groups, the public, and media representatives.