

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Shoreline Manager	Job Family: 2
General Classification: Management	Job Grade: 38

Definition: To plan, organize, direct, and coordinate the activities of the Shoreline Division of the Community Services Department. Responsibilities include managing division staff and operations, including the oversight and operation of Shoreline at Mountain View, a 750-acre regional recreation and wildlife area, recreation programs, and contracts in the North Bayshore Area.

Distinguishing Characteristics: This single-class position receives general direction from the Community Services Director or Assistant Community Services Director. Exercises direct and indirect supervision of assigned clerical, technical, professional, supervisory, and consulting personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Assists in the development and implementation of departmental goals, objectives, policies, and procedures.
2. Organizes and manages the personnel, facilities, and other resources of the division, including setting and evaluating divisional objectives, policies, and procedures.
3. Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations; and evaluates staff.
4. Assures fiscal soundness of the division by developing, justifying, and administering division budget, including analyzing expenses and setting rates and fees; participates in the forecast of additional funds needed for staffing, equipment, materials, and supplies.
5. Represents the division at professional, community, and advisory committees and organizations; provides staff support as necessary.
6. Analyzes and prepares reports for City Council and attends meetings as necessary.
7. Ensures departmental consistency as it relates to work practices, program procedures and guidelines, and resource allocation.
8. Prepares complex written reports and documents.

9. Directs and oversees the development of a regional park program, including managing both an operating and capital budget; meeting regulatory agency permit requirements; overseeing lease agreements for the Shoreline Golf Links, Sailing Lake, Amphitheatre, and other related facilities.
10. Supervises, directs, and manages full-time, contract, and part-time staff; manages ongoing contracts and agreements, as necessary.
11. Prepares agreements, contracts, and purchasing specifications related to Shoreline at Mountain View Regional Park, Rengstorff House Rental Program, Park Ranger Program, LiveNation, Michaels at Shoreline, Touchstone, Silicon Shores/Lakeside Café, Youth Corps Program, trails, and special events such as 5K/10K fun runs.
12. Informs and assists the Parks and Recreation Commission and Greens Advisory Committee.
13. Coordinates and interfaces with other City departments responsible for the operation and maintenance of Shoreline at Mountain View Regional Park and Shoreline Golf Links infrastructure and regulatory compliance.
14. Performs other duties, as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of urban, regional park and/or golf course management, design, and procedures, or principles and practices of urban recreation management and procedures, City governmental structures, and organization; City operating and capital budgeting requirements, governmental structure, and organization; wildlife management; environmental, regulatory, and agency requirements; and principles and practices of organizational development.

Ability to: Assess long-range community open space recreational needs and develop and implement programs and policies to meet identified needs; coordinate regional park and recreation programs and policies with Council, commissions, regional boards and committees, management, local businesses, and the community; communicate effectively both orally and in writing; prepare complex reports and make effective public presentations; select, train, and motivate division personnel; manage a wide variety of contracts and agreements; operate applicable computer hardware and software applications.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of increasingly responsible professional park/open space operations, forestry, or recreation experience, including at least two years at a supervisory level; equivalent to a bachelor's degree in parks and recreation management or related field. Experience in golf course or municipal large venue contract administration is highly desirable and may substitute for one year of supervisory experience.

Required Licenses or Certificates: Possession of a valid California Driver License.

Established: June 1985

Revised: February 2021

HRD/CLASS SPECS

Shoreline Manager