

## Assistant General Manager - Finance and Management Services

East Bay Regional Park District

Salary: \$195,291.20 - \$249,288.00 Annually

Job Type: Full-time (40 hrs)

Job Number: 23-AP-02

Location: Oakland, CA

Department:

Closing: 1/8/2024 5:00 PM Pacific

### The Position

The <https://www.ebparks.org/> is seeking an Assistant General Manager - Finance & Management Services, this position is under the direction of the General Manager and serves as the Chief Financial Officer for the District. This role supervises program managers who individually exercise specialized responsibilities for: Finance, Information Systems Management, Peralta Oaks & Facility Management, and Grants Administration.

The Assistant General Manager - Finance & Management Services is assigned functions that include oversight of all District financial activities, ensuring the development and administration of appropriate accounting policies, financial planning and reporting systems; developing, supporting and maintaining the District's technology; overseeing the operations and maintenance of the District's administrative headquarters building (Peralta Oaks), the Trudeau Training Center and Central Stores, and providing centralized office services. i.e., mail distribution, duplication, and switchboard and reception; administration of all incoming and outgoing grants from application to closure. See the full job description [https://executivesearch.cpshr.us/flyer?file=APPROVEDEastBayJD-AGM\\_FM.pdf](https://executivesearch.cpshr.us/flyer?file=APPROVEDEastBayJD-AGM_FM.pdf)  
<https://get.adobe.com/reader/>.

## Additional Information

### APPLICATION PROCESS AND RECRUITMENT SCHEDULE:

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by Monday, January 8, 2024.

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited for a screening interview with the consultant starting the week of January 1st, following which the most qualified candidates will be invited for a panel interview with the District the week of January 22nd. Final interviews are anticipated to be held the week of January 29th. Media checks and a comprehensive reference and background check will be performed on final candidates.

To apply, please submit your materials to: <https://www.cpshr.us/recruitment/2275>

For additional information about this position, please contact:

KYLIE WILSON

Principal Consultant

E-mail: <mailto:kwilson@cpshr.us> Website: [www.cpshr.us](http://www.cpshr.us)

To apply, please visit <https://apptrkr.com/4826617>

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