



LAND STEWARDSHIP AND TRAILS MANAGER



**BOB MURRAY
& ASSOCIATES**
EXPERTS IN EXECUTIVE SEARCH

THE DISTRICT

The Midpeninsula Regional Open Space District's (Midpen) 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." On the San Mateo County Coastside, the mission is expanded: "to acquire and preserve agricultural land of regional significance, protect and restore the natural environment, preserve a rural character, encourage viable agricultural use of land resources, and provide opportunities for ecologically sensitive public enjoyment and education."

To learn more on what Midpen is passionate about, we invite you to visit the web site at www.OpenSpace.org.

With headquarters located 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. Field staff are stationed at various field offices and include Rangers, who are sworn peace officers providing patrol and visitor services, as well as Open Space Technicians and Equipment Operators, who are responsible for maintaining the District's land, building and maintaining the trail system, and performing resource management activities within the preserves.

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. More than fifty years later, Midpen has permanently preserved over 70,000 acres of mountain, foothill, and bay land open space in San Mateo, Santa Clara, and Santa Cruz counties, creating 27 open space preserves. Midpen is working to form a continuous greenbelt of permanently protected open space by linking its protected natural 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 from the uppermost portions of the Santa Cruz Mountains west to the Pacific Ocean, and east to San Francisco Bay.

The agency's primary source of revenue is a share of the annual total property tax collected within the District. Other revenue sources include federal



and state grants, interest and rental income, donations, land gifts, and bond and note issues. The overall financial health of Midpen is strong and stable.

Midpen continues to strategically acquire and preserve open space and agricultural lands, protect, and steward the natural resources, and provide opportunities for low-intensity public enjoyment and environmental education. Midpen 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. Each year, Midpen updates its Strategic Goals and Objectives to ensure a fiscally prudent, sustainable, and balanced delivery of the mission.

THE POSITION

Under the administrative direction of the Visitor and Field Services Assistant General Manager, the Land Stewardship and Trails Manager plans, organizes, manages, and oversees all functions and activities of the Land Stewardship and Trails Department, including oversight of construction, modification, maintenance, and repair of District lands, resource management and vegetation fuels management. The Land Stewardship and Trails 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 but are not limited to:

- Evaluate the need for and develop plans and schedules for long-term operations, construction, and maintenance programs; manage and implement asset management software.
- 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; assess and monitor 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 the Local Hazard Mitigation Plans (LHMP) for all three counties within Midpen's jurisdiction and will be required to update the 5-year LHMP for San Mateo County next year.
- Evaluate the need for and develop plans for the Wildland Fire Resiliency Program.
- Prepare and review leases, contracts, and other related documents 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.



THE IDEAL CANDIDATE

The Midpeninsula Regional Open Space District is seeking a visionary Land Stewardship and Trails Manager who is strategic, passionate for the District's mission, and possesses a "roll-up-your-sleeves" approach to management. A dynamic individual who inspires trust and can effectively engage with and facilitate effective working relationships with other District departments, officials, outside agencies, and the public. The ideal candidate is an excellent communicator and accomplished professional with a highly collaborative management style, strong emotional intelligence, and superior people skills.

An innovative leader who understands hazard mitigation and 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 be proactive and demonstrate strong ethics. The selected candidate will be seasoned in project and program construction and maintenance planning and budgeting. Successful candidates will have experience working in maintenance and construction, parks, and recruitment 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, construction management, asset management 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).

COMPENSATION AND BENEFITS

The annual salary range for the Land Stewardship and Trails Manager position is \$160,288 - \$200,195; 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 - 12 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 (457 and 401a), Flexible Spending Plan, Commuter Incentive Program, Wellness Reimbursement, Supplemental Life Insurance, and Tuition Reimbursement.

This position is eligible for a 9/80 schedule and the possibility of hybrid in the future.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:

www.bobmurrayassoc.com

Filing Deadline:

March 23, 2025

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. 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. Finalist interviews will be held with the Midpeninsula Regional Open Space District. Candidates will be advised of the status of the recruitment following selection of the Land Stewardship and Trails Manager.

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

(916) 784-9080

