

Under direction of the Exposition Park General Manager, the *Assistant General Manager (AGM)* will serve as chief administrative officer, providing high-level policy direction and overall responsibility for supervising, directing, and monitoring the operations, budget, and personnel. With the General Manager, the AGM will develop and implement short and long-term strategic plans and budgets representing OEPM's critical mission, overall goals, and specific needs for administrative operations, special programs, and events. The AGM simultaneously ensures compliance with executive/governmental orders, laws, regulations, and agreements as they relate to the administration and operation of Exposition Park; and safeguards the interest of and advances the mission, goals, and strategic planning of the OEPM.

The CEA, Assistant General Manager, performs the following essential and marginal duties:

20% (E) Operations

- Provides a high-level of policy direction for internal procedures, reports, and studies in collaboration with colleagues; develop policies and procedures that support OEPM's strategic plan across all areas of responsibility and implement appropriate resources to ensure agency operations are effective.
- Develop analytical reports establishing programs, budget plans, and fiscal priorities on behalf of the General Manager to ensure smooth corporate operations and oversight of day-to-day administrative activities, including financial and budget tasks.
- Develop and implement short and long-term strategic plans and budgets representing OEPM's critical mission, overall goals, and specific needs for administrative operations, special programs, and events.
- As the lead facilitator, partner with the GM in essential internal leadership activities (human resources, administration, and organizational planning) and administrative operations, identifying best practices for internal system improvement and budget realities.
- Manages increasing segments of information technology, human resources (including recruiting, reviews, staff deployment/workload balancing, and career progression), and related internal communications and budgeting/finance duties; supports actions involving parking operations, IT, landscape maintenance, and all other external contracts and procurement.
- The AGM will spearhead a cross-functional team of managers and guide the advancement of departmental initiatives, such as short-term and long-term budget planning, market footprint reviews, grant writing, and human resources.

20% (E) Personnel Management

- Facilitate executive management and all staff meetings, including, deliverables and agenda development and implementation.
- Collaborate with senior management and department heads to oversee and manage staff, including hiring, orientation, training, staff development, performance management, and progressive discipline, to foster a healthy and inclusive work environment.

20% (E) Budget Administration

- Supports the General Manager to provide information to the Agency, Governor's Office, Department of Finance, Legislative Analyst's Office, legislative committee consultants, and Board; and communications with the Legislative Analyst Office, legislative committees, and California State Auditor to achieve the department and administration's budget and program goals.
- Directs the development, implementation, and monitoring of the annual operational budget, including planning preparation, rates, deposits, and

expenditure review, ensuring adherence to the approved budget with cost recovery and fund solvency; oversees the preparation of quarterly, half-year, and annual budgets; oversees financial team and accounting systems and records, and supervises the preparation of monthly financial statements and cash flow requirements, offering budget allocation recommendations accordingly.

- Develops measures of departmental or agency-wide budget and fiscal performance for the purpose of evaluating departmental expenditures and improving cost efficiencies and revenue optimization and growth.
- Audit budgets processes, procedures and reports regularly to ensure the quality and accuracy is in line with State and departmental policies.
- Assists GM in providing results driven leadership to staff, translating annual revenue and budget goals into business development strategies and actionable plans (e.g. Including helping the Park develop unexplored markets, exceed operating benchmarks, and achieve net income and asset growth targets).
- Assist the GM and staff in translating annual revenue and budget goals into actionable plans to achieve desired goals.
- Manage a \$13 million-dollar operational budget, including ensuring fiscal stewardship of funds and reporting for capital outlay projects in various stages of development.
- Act as a subject matter expert in the development of budget change proposal (BCP) requests for State consideration, as well as state annual reports.

Partner Management

- 20% (E)
- Build, foster, and manage strategic relationships and collaborations with Park partners, clients, and business partners, and collaborate with necessary State of California and local agencies to ensure the Office of Exposition Park Management complies with all health and safety regulations.
 - As needed, represent, and support the GM in events, conferences, hearings, and meetings with internal and external stakeholders; serve as the OEPM liaison to the Board of Directors for Exposition Park, the California Science Center, and Board Committees.
 - Work with OEPM staff to provide support for parkwide projects and initiatives.

Policy Compliance

- 10% (E)
- Ensure overall compliance with laws, regulations, and departmental requirements, reporting to internal and external stakeholders; conceptualize administrative policies and solutions consistent with state law, regulations, and codes.
 - The AGM will manage daily administrative operations, provide input for strategic planning, direct and implement departmental and staff goals, and collaborate on policy implementation.
 - Serve as Department's Ethics Officer, Skelly officer and SLAA monitor.

MARGINAL JOB FUNCTIONS

- 10% (M)
- Provide support to the General Manager and OEPM on administrative matters or special projects.