



AREA MANAGER IN LAND STEWARDSHIP AND TRAILS DEPARTMENT



**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. 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/Mechanic Operators, who are responsible for maintaining the District's land and facilities, 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

Midpeninsula Regional Open Space District (Midpen) has an excellent career opportunity for an experienced and motivated Area Manager who will plan, organize, manage, oversee, and participate in all activities of the Land Stewardship & Trails Department. This position reports to the Land Stewardship & Trails Manager and oversees 19 staff with four direct reports and seasonal employees. This position will be assigned to the Skyline Area of the District. The area manager primarily works in a field office setting, and will attend various meetings and visit District field sites, which may require hiking through steep terrain and wildland areas and driving in remote areas on dirt roads. General responsibilities include oversight, coordination, and reviews of staff performing maintenance and repair of Midpen's lands. This position will play a key role in supporting work culture initiatives to foster a positive, inclusive and engaged workplace. Job duties include but are not limited to:

- Assumes management responsibility for all maintenance and operations functions and activities of an assigned Area, including maintenance and construction of preserves, facilities, vehicles, equipment and resource management.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the Department; recommends within departmental policy, appropriate



service and staffing levels; recommends and administers policies and procedures.

- Participates in the development and administration of and oversees Area budgets.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Meets and confers with contractors, a variety of outside agencies, and the general public in acquiring information about, construction, maintenance, and resource management matters; provides information regarding District development requirements.
- Prepares, reviews, and completes various reports, including Board agenda reports and Area-related documentation and correspondence.
- Serves as a liaison for assigned Area to outside agencies, neighborhood groups, and concerned citizens; performs a variety of public relations and outreach work related to assigned activities.
- Coordinates with fire agencies on fire risk prevention activities.
- Provides highly complex staff assistance to the Land Stewardship & Trails Manager.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of open space and preserve operations and maintenance; researches emerging products and enhancements and their applicability to District needs.



A FEW REASONS WHY YOU MAY LOVE THIS JOB

- Collaborative work that directly supports Midpen's mission to protect and restore the natural environment and contributes to providing nature's benefits to everyone.
- You'll be part of a talented and dynamic team of bright, energetic, and motivated professionals with a passion for the outdoors, trails, and preserving open space.
- Excellent employee benefits, including medical, dental, vision, tuition reimbursement, and a retirement pension through California Public Employees Retirement System (CalPERS).

THE IDEAL CANDIDATE

The Midpeninsula Regional Open Space District is seeking a visionary Area Manager who is deeply committed to Midpen's mission and values. The ideal candidate is a technically strong, results-driven leader with broad experience in land stewardship, project management, and the operations and maintenance of parks, open space preserves, forests, and public recreation areas. This individual has a proven ability to manage complex

land protection, public access, land use, and site management projects, balancing resource conservation with safe, welcoming, and high-quality recreational opportunities for the public.

A hallmark of the ideal candidate is exceptional skill in working with people and building strong, productive relationships. This Area Manager is a collaborative leader who excels at bringing teams together, building consensus, and fostering a respectful, inclusive, and solutions-oriented work environment. With a robust communication style, they listen actively, communicate expectations clearly, and navigate differing perspectives with professionalism and diplomacy.

The successful candidate is also an effective people manager with demonstrated experience supervising staff, improving job performance, and developing cohesive, high-performing teams. They are intentional about mentoring and coaching employees, promoting accountability, and supporting continuous improvement. Through strong relationship-building skills and a collaborative leadership approach, the Area Manager inspires staff, strengthens organizational alignment, and advances Midpen's stewardship and public access goals in a manner consistent with its long-term vision.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent to graduation from an accredited four-year college or university with major coursework in park administration, resource management, natural sciences, or a related field, and

Experience: Five (5) years of increasingly responsible experience in protection, operation, or maintenance of parks, open space, forests, or public recreation areas and/or



related facilities, including two (2) years of supervisory or administrative responsibility.

LICENSES AND CERTIFICATIONS

- Possession of a valid California Driver's License.
- Possession of, or ability to obtain, a valid Professional Rescuer Cardiopulmonary Resuscitation (CPR) certification.
- Possession of, or ability to obtain, a valid First Responder or equivalent certification.
- 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).
- Possession of, or ability to obtain, a District approved Fire Suppression Training certification.

COMPENSATION AND BENEFITS

The *current* annual salary range for the Area Manager in Land Stewardship and Trails Department position is \$153,413 - \$191,593 with an **anticipated 3% salary increase** in July pending Board approval; placement within this range is dependent upon qualifications and experience. The Midpeninsula Regional Open Space District provides an excellent benefits package including 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 contributes towards insurance premiums.

Dental Plan - Delta Dental - District paid.

Vision Plan - VSP - District paid.

Life and AD&D (Accidental Death and Dismemberment) Insurance - District paid.

LTD (Long-Term Disability) Insurance - Employee paid.

Employee Assistance Program - District paid.

Vacation - Starts at 15 days per year.

Personal Leave - 36 hours of leave per year.

Administrative Leave - 40 hours of leave per year.

Holidays - 12 paid holidays per year.

Wellness Benefits -
\$250 per calendar year.



Sick Leave - 12 days per year - no cap on accumulation; may be used for eligible family members.

Position may include **District Housing** for rent.

Optional Programs - include Deferred Compensation Plans (401a and 457), Flexible Spending Plan, Commuter Benefit including District contribution, Supplemental Life Insurance, Professional Development, and Tuition Reimbursement.

Alternative Work Schedule - This position is eligible for a 9/80 schedule.

TO APPLY

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

www.bobmurrayassoc.com

Filing Deadline:
March 8, 2026

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 Area Manager in Land Stewardship and Trails Department.

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

(916) 784-9080



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