

Napa County Executive Office

Is seeking applicants for

Concessions Manager-Lake Berryessa



A Tradition of Stewardship
A Commitment to Service



The Position

The Napa County Board of Supervisors recently approved a Managing Partner Agreement with the Bureau of Reclamation. Under this agreement, Napa County will assume management of three concessions sites at Lake Berryessa beginning November 1, 2020, with the option to assume additional sites.

Napa County is seeking a Concessions Manager to oversee the development and management of the resort concession areas (the Areas) under the County's responsibility at Lake Berryessa and other economic development countywide. Interested candidates should have expertise in the following areas:

- Contract development and administration.
- Pertinent federal, state, and local laws, codes, and regulations, specifically those related to zoning ordinances, easements, and other laws directly affecting development at Lake Berryessa.
- California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA).
- Project management planning and execution.
- Regulatory agencies permit requirements.
- Principles and practices of recreation planning and management, budgeting, contracting, construction, and property management.
- Economic development.

The Ideal Candidate Profile

- Ability to effectively establish and maintain cooperative working relationships with elected officials, other professionals, and the general public.
- Ability to represent the County in an effective and professional manner.
- Ability to coordinate multiple projects to meet critical deadlines.
- Possess skills in project planning, monitoring, and evaluation.
- Possess excellent oral and written communication skills.

Example of Duties

- Lead the development and execution for Request for Proposals seeking concessionaires to operate the Areas at Lake Berryessa and other economic development projects countywide.
- Review and approve concessions detailed development plans, and specifications to ensure compliance with the County's agreement with the Bureau of Reclamation and the County's land use regulations.
- Lead negotiations of Concessions Agreements.
- Develop and recommend to the Board of Supervisors concessions agreements.

Required Experience and Education

Experience—Five years of responsible public or private agency experience in economic development, concessions management or resort and recreation planning and development. Experience working with Federal regulations is desired.

Education— Graduation from a four year accredited college or university with a degree in land use, planning, recreation, economic development, business or related field. A Master's degree is desired.

License or Certificate—Possession of a valid California Driver's license.



The Napa Valley

The Valley is also home to over 140,000 residents who share a strong sense of community and a legacy of preserving and protecting their rich agricultural heritage. Located in the heart of California's preeminent wine region, Napa County is also part of the dynamic San Francisco Bay Metropolitan Area. With its sunny Mediterranean climate and proximity to the mountains and the ocean, the County offers residents easy access to virtually unlimited shopping, dining, cultural and recreational opportunities.

Most of Napa Valley residents live in one of the County's five incorporated cities or towns, ranging from Napa, the County seat with a population of 80,000, to Yountville, with 2,900 residents. With its strategic location, natural and cultural resources, history of responsible land use planning and attractive quality of life, Napa County offers its residents the ideal mix of small town living and big city amenities.

Application Process

This position will be Open until Filled.

Applications will be screened as they are submitted and the most qualified candidates will be invited to interview at a later date to be determined by the County Executive Office. Only the most qualified candidates will be invited to interview.

Only online applications will be accepted. Candidates **must** attach a cover letter, resume, and three-five professional references to their online application for it to be considered complete.

For more information, or to apply, please visit our website at www.napacountycareers.com, and click on the "apply" button on the job bulletin.



Napa County

A general law county, Napa County is governed by a five-member Board of Supervisors elected by district for four year terms. The Board of Supervisors appoints a County Executive Officer who is responsible for providing overall management for the County's operations, including day-to-day supervision of the County's appointed department heads.

The County has an All Fund budget of over \$500 million, and has enjoyed relative financial stability in recent years compared to many other agencies. The County's 1,500 employees provide services to the public through 17 departments - 5 managed by elected officials and the remainder managed by a department head appointed by the Board of Supervisors based on the recommendation of the County Executive Officer. County services include land use permitting, road maintenance, social services, public safety, elections, public health, environmental management, airport operations, library services, emergency operations and dozens of other programs that benefit County residents. As an organization, the County is dedicated to improving the lives of its citizens and reflecting the best of the community's values: Respect, Accountability, Dedication, Integrity and Innovation.

Compensation and Benefits

Annual salary range: \$128,232.00 — \$155,875.20

The County also offers an outstanding benefit package that includes:

- **Vacation** - 15 - 29 days of vacation annually based upon years of service. Prior government service may be credited toward accrual.
- **Sick Leave** - 12 days earned per year.
- **Holidays** - 12 paid holidays per year.
- **Management & Personal Leave** - 80 hours of management and 19 hours of personal leave credited per fiscal year.
- **Medical Insurance** - Choice of several CalPERS medical plans. The County makes a significant contribution toward the premium.
- **Dental Insurance** - Choice of two Delta Dental plans. County pays full premium.
- **Life Insurance** - Equal to one times the annual salary provided by the County with an option to purchase additional insurance.
- **Retirement** - The County participates in the California Public Employees' Retirement System (CalPERS) offering 2% @ 60 for current members of CalPERS from another agency (or reciprocal agency), and 2% @ 62 for new members.
- **Deferred Compensation** - Voluntary plan offered by MassMutual. Eligible for annual employer match up to \$1,000.
- **EAP** - County-paid Employee Assistance Program.