

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV34674
Job Class Code:	030	Salary Schedule:	AREG
EEO Category:	01	Grade:	19
Workers Comp Code:	7720		

Job Code Established:	12/11/92	Effective Date:	12/11/92
Job Code Revised:	01/01/01	Effective Date:	

JOB CODE SERIES: Parks, Grounds Maintenance, and Landscaping Series

JOB CODE TITLE: PARK MANAGER I

HRIS TITLE: PARK MGR I

CHARACTERISTICS OF THE CLASS: Under general supervision, manages the operations of a recreational, historic or natural resource park.

EXAMPLES OF DUTIES: Directs, instructs, and counsels subordinate staff; plans, prioritizes, schedules and assigns duties; resolve personnel problems; hires, trains, evaluates, and recommends disciplinary actions personnel; recommends and justifies changes and modifications to operational policies and facilities; monitors, reviews, and controls allocated facility budget(s); make/approve significant purchases; establishes and implements Park operating policies; plans, analyzes, evaluates and makes decisions concerning Park operating policies, staff utilizations, maintenance and construction schedules; monitors, reviews, and negotiates leases, agreements, and contracts; resolves problems and responds to questions from subordinate staff, visitors and the general public; prepares budgetary drafts and operational park plans; confers with agency officials and program administrators regarding operational plans and budget proposals; reviews and inspects work products of subordinate staff and contractors; confers and participates with local officials and other agency representatives; compiles information and prepares and reviews various reports; develops interpretative programming and resources and implements presentations and opportunities to the public; utilizes 2-way radio communication systems

WORK CONDITIONS: Required to spend long hours concentrating on details, reports and proposals; may be required to work out of doors in varied climates, lift up to 50 pounds, travel over rough terrain. May work varied shifts to include weekends, nights and holidays. May be confronted by, or be required to confront, persons in possession of firearms or other weapons.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles and practices of budget development and control, and fiscal management; state administrative rules and procedures; agency policies and procedures; facility planning and development techniques; methods and techniques of park operations and resource planning; law enforcement principles and practices; public safety practices; methods and techniques of park operations, interpretation techniques and resource planning.

Skill/Ability to: Work management and leadership techniques; verbal and written communication; identifying, acquiring, restoring, renovating and displaying historic documents and artifacts; public safety techniques; public relations; organizing and supervising technical staff; tasks associated with building and grounds maintenance; problem solving techniques; first aid techniques.

EXPERIENCE AND EDUCATION: Typical ways to obtain the KSAs would be:

One year of experience equivalent to a Park Ranger 4, OR two years of experience equivalent to a Park Ranger 3. A Bachelor's degree in Park Management, Forestry, Natural Resource Management, History, Archaeology, Geology, Ecology, Recreation Planning, or a closely related field may substitute for one year

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of the Park Ranger 3 experience. Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted

SPECIAL SELECTION FACTORS: Must possess and maintain an Arizona Driver's license appropriate to the assignment at time of appointment.