

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV34686</b>
<b>Job Class Code:</b>	<b>030</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>20</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>04/16/2012</b>	<b>Effective Date:</b>	<b>05/01/2012</b>
<b>Job Code Revised:</b>		<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Parks, Ground Maintenance, and Landscaping Series

**JOB CODE TITLE:** PARK MANAGER 2 – LAW ENFORCEMENT OFFICER

**HRIS TITLE:** PARK MGR 2 - LEO

**CHARACTERISTICS OF THE CLASS:** Under general direction, through subordinate supervisors, manages the operations and law enforcement activities of a large, highly utilized recreational or natural resource park with varied features. The Park Manager 2 LEO has the authority to interpret, communicate and enforce all Arizona State laws and park rules, issue citations, make arrests, and evict visitors.

**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; oversees and participates in law enforcement activities; patrols the park and enforces State laws and park rules and regulations; investigates reports of incidents; issues citations; makes arrests; closes parks when necessary

**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, regulations and procedures; agency policies and procedures; facility planning and development techniques; methods of park operations and resource planning; various types of park recreational activities; specialized utility services (wells, treatment plants, etc.); law enforcement practices; private and public lease and management agreement procedures.

**Skill/Ability to:** Work management and leadership techniques; verbal and written communication; public safety techniques; organizing and supervising technical staff; tasks associated with building and grounds

maintenance; problem solving techniques; first aid techniques; public relations; developing and maintaining good interpersonal relationships.

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

One year of experience equivalent to a Park Manager I or Park Operations Coordinator, OR two years of experience equivalent to a Park Ranger 4, OR three years equivalent to a Park Ranger 3. A Bachelor's degree in Park Management, Forestry, Natural Resource Management, History, Archaeology, Geology, Ecology, Recreation Planning, or closely related field may substitute for one year of the Park Ranger IV or III 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 P.O.S.T. Full Authority Peace Officer certification at the time of appointment. Must possess and maintain a current Arizona Driver's license appropriate to the assignment at time of appointment.