

## **CLASSIFICATION SPECIFICATION**

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV34687</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>21</b>
<b>Workers Comp Code:</b>	<b>7720</b>		

<b>Job Code Established:</b>	<b>12/11/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/01</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>04/16/2012</b>	<b>Effective Date:</b>	<b>05/01/2012</b>

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

**JOB CODE TITLE:** **PARK MANAGER 3 – LAW ENFORCEMENT OFFICER**

**HRIS TITLE:** **PARK MGR 3 - LEO**

**CHARACTERISTICS OF THE CLASS:** Under direction, through subordinate managers and supervisors, develops and manages the day to day operations and law enforcement activities of a diversified natural resource park or a major recreational park consisting of satellite park units. The Park Manager 3 – 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; oversees and participates in law enforcement activities; patrols the parks and enforces State laws and park rules and regulations; investigates reports of incidents; issues citations; makes arrests; closes parks when necessary; 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, 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/control and fiscal management; State government administrative rules, regulations and procedures; rules and regulations, policies, procedures, governing the agency; facility planning and development practices; methods of park operations and resource planning; operation of specialized utility services (wells, treatment plants, etc.); private and public lease and management agreement procedures; law enforcement practices

**Skill/Ability to:** Work management and leadership techniques; oral and written communication; Public safety techniques; organizing and supervising technical and supervisory staff; tasks associated with building and grounds maintenance; problem solving techniques; public relations; first aid techniques; developing and maintaining good interpersonal relationships.

**EXPERIENCE AND EDUCATION:** Typical ways to obtain the KSAs would be:  
One year experience equivalent to a Park Manager 2; Or 2 years experience equivalent to a Park Manager 1 or a Park Operations Coordinator. 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 Manager I or Park Operations Coordinator experience.

**SPECIAL SELECTION FACTORS:** Must possess and maintain an Arizona P.O.S.T Full Authority Peace Officer certification at time of appointment. Must possess and maintain a current Arizona Driver's license appropriate to the assignment at time of appointment.