

Code: 2835

Title: PARK MANAGER I

SUMMARY: Oversees the management and operations of a single natural resource park, to include the supervision, evaluation and training of staff and volunteers, and management of the natural, cultural and historical resources of the park.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages and supervises the daily operations and maintenance of an assigned County Natural Resource Park, to include inspections, scheduling of maintenance and repairs and associated documentation of activities;

Develops and administers annual budgets for park operations, maintenance and support;

Implements plans and projects for the development, interpretation, preservation, protection and enhancement of natural, cultural and historical resources in the park;

Assesses conditions of natural, cultural and historical resources in assigned areas, impact of users, and means to mitigate adverse impact on these resources;

Assists in the preparation of environmental assessments, impact statements and related reports relative to the park to County, state and federal agencies;

Coordinates within the department and other agencies the identification and protection of threatened and endangered natural and cultural resources and species;

Supervises, trains, schedules and evaluates employees and volunteers;

Responds to inquiries from the public and private/public organizations and local, state and federal agencies on parks and resource utilization, operations, interpretation, preservation and maintenance;

Coordinates the public use of park grounds and facilities with appropriate Department and other agencies;

Serves as Departmental/County liaison with Arizona State Game and Fish Department and like County, state and federal agencies for protection of park natural, cultural and historical resources;

Represents the Department at meetings and on technical committees for natural resource management research;

Researches and submits routine, recurring and special activity and project reports to management.

KNOWLEDGE & SKILLS:

Knowledge of:

- natural resources of the Southwest region, and regulatory requirements for their management, preservation, interpretation and utilization;
- historical and cultural resources of the Southwest region, and regulatory requirements for their management, preservation, interpretation and utilization;
- principles and practices of parks administration;
- regulatory requirements for assessing and reporting environmental assessments, submission of impact statements and like materials for current and proposed activities within park areas;
- principles and techniques of employee and volunteer evaluation, training and supervision.

Skill in:

- managing and supervising the daily operations and maintenance of a natural resource park;
- assessing natural, cultural and historical resources within a park and implementing any needed development, enhancement, interpretation and mitigation measures to protect these resources;
- assessing impact of proposed operations, public-use and maintenance activities and coordinating related activities;
- preparing, maintaining and submitting documentation of all park-related activities;
- developing and administering an annual park operations/maintenance budget;

- supervising, training and evaluating employees and volunteers;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in natural resource management, environmental science, wildlife & fisheries science, renewable natural resources, watershed management, range management, park administration, recreation, anthropology, archaeology, fine arts, industrial arts, education, landscape architecture, biology or a related degree as defined by the appointing authority at the time of recruitment and one year of experience in the management or supervision of a recreational park, natural resource, cultural, restoration, or historic preservation park, facility, preserve, museum, or program.

OR:

(2) Five years of professional experience in the management or supervision of a recreation, natural resource cultural, restoration, or historic preservation, facility, preserve, museum, or program, including supervision of staff/volunteers.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a current State of Arizona Herbicide/Pesticide Applicators certification at the time of appointment or prior to completion of initial/promotional probation. Some positions require a valid Arizona Class D driver license at the time of application or completion of initial/promotional probation. Failure to obtain/maintain the required certification/licensure shall be grounds for termination.

Special Notice Items: All positions require fieldwork in adverse climatic conditions, with prolonged exposure to the sun, heat, cold and inclement weather.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.