

*Code: 2836*

*Title: PARK MANAGER II*

**SUMMARY:** Oversees the management and operations of a large, diversified, highly utilized natural resource park or complex of parks containing extensive recreational facilities and associated activities, natural, historical and cultural resources and differs from the Park Manager I classification, which manages a single park and its associated resources.

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

Develops, implements and evaluates plans and projects for the development, interpretation, preservation, protection and enhancement of natural, cultural and historical resources in the parks;

Plans, develops implements, administers and evaluates park interpretive programs, research proposals and special events;

Identifies, defines and implements goals and objectives for park operations, programs and facilities;

Develops, implements and administers annual park budget and park operation plans;

Prepares and submits written and verbal reports, budget information and job estimates;

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;

Plans, prioritizes, schedules assigns and supervises park staff to ensure daily maintenance, service and repair of park buildings, picnic/campground areas, hiking/riding trails, fences roads, biological, historical and structural facilities;

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

Works with other governmental departments and agencies, lessees, contractors, public and private organizations, neighborhood and community groups, the media and the general public to achieve park goals;

Attends various meetings, events and special functions to represent the park and the department;

Inspects park and park facilities to ensure proper maintenance of resources and facilities and makes recommendations regarding improvements and protective measures;

Administers and oversees acquisition and inventory of park supplies and materials;

Hires and supervises park staff and volunteers and resolves personnel issues including schedules, evaluation and discipline;

Trains and supervises staff in the collection of fees and compliance with expenditure and purchasing procedures;

Responsible for safety of visitors, volunteers and staff and the protection and security of park resources;

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

Prepares and administers grants, contracts and intergovernmental agreements to achieve park goals;

Interacts with law enforcement staff and agencies to ensure public and resource protection.

### **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;

- County policies, procedures and requirements for operation of concessions or revenue-generating activities and associated accounting for same.

Skill in:

- managing and supervising the daily operations and maintenance of a natural resource park including concessions and other revenue-generating activities;
- 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;
- writing grants, contracts and intergovernmental agreements;
- 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 two years of experience in the management or supervision of a recreational park, natural resource, cultural, restoration, or historic preservation park, facility, preserve, museum, or program. (A Master's degree from an accredited college or university in one of the cited disciplines may be substituted for one year of experience.)

OR:

(2) Six years of professional experience in the management or supervision of a recreation, natural resource, cultural, restoration, or historic preservation park, facility, preserve, museum, or program including supervision of staff/volunteers and operation of concessions or other revenue-generating parks activities.

OR:

(3) Three years of experience with Pima County as a Natural Resource Park Specialist or Park Manager I (or combination of experience in both classifications).

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. Failure to obtain/maintain the required licensure/certification 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.