

*Code: 2845*

*Title: PARKS SUPERINTENDENT*

**SUMMARY:** Plans, organizes and manages all technical and administrative operations of a major division of the Natural Resources & Parks and Recreation (NRPR) Department.

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

Plans, organizes and manages park development, maintenance, protection and operations for a major division of the NRPR Department;  
Reviews design plans and construction documents for all new construction, renovation and maintenance projects;  
Manages and coordinates the construction, maintenance, repair, inspection and renovation of park facilities including buildings, swimming pools, ball fields, trails and recreational areas;  
Develops, submits and administers division budget, approves and monitors expenditures and takes action to ensure compliance with established budgetary goals;  
Maintains records of expenditures pertaining to outside leases and interacts with managers and staff of leased park facilities;  
Develops, organizes and administers management, master, protection and biological assessment plans for county parks and resources;  
Participates in the development and implementation of departmental policies and procedures pertaining to the division;  
Manages the requisition, employment and/or use, maintenance and operator-training of materials, tools, supplies, pesticide application equipment and chemicals, heavy equipment and chemical disposal;  
Responds to elected officials, news media and public inquiries regarding events, resolving problems, providing information and addressing pertinent issues;  
Coordinates and oversees the administration of special projects and programs involving other county and outside departments and agencies;  
Assigns, trains, supervises and evaluates work of assigned staff;  
Prepares and administers grants, prepares reports and special needs assessments;  
Manages emergency maintenance and repair of park equipment and facilities.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices used in park management, resource protection and park maintenance;
- principles of agronomy, horticulture, law enforcement, wildlife management applied to design, management and maintenance of park resources;
- principles and practices used in the management and protection of sensitive natural and cultural resources;
- principles and practices of supervision, management and administration;
- principles and practices of budget development and administration;
- techniques of program development and evaluation, project economics and project reporting;
- applicable laws, regulations and guidelines regarding pesticide use, disposal and storage in park areas.

Skill in:

- managing, coordinating and directing work of professional, skilled and unskilled employees engaged in park development, resource management, law enforcement, operations and maintenance;
- interpreting plans, drawings, engineering data, technical and scientific data and specifications pertinent to the operation of the division;
- establishing and maintaining effective working relationships with others;
- planning, developing and administering budgets and grants;
- communicating effectively, both orally and in writing;
- addressing large groups in a public setting.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in business or public administration, natural resource recreation, civil engineering, architecture, arid lands resource sciences, landscape architecture, renewable natural resources, horticulture, agronomy, wildlife management or soil and water science and four years of experience in administration or supervision of a municipal park, parks sports complex, resource preserve, wilderness preserve, planning or maintenance and operations, including two years of experience at a supervisory level.

(A Master's degree from an accredited college or university in one of the above-sited disciplines may substitute for one year of the general experience requirement.)

(Additional professional-level experience in the above-sited areas may substitute for the Bachelor's degree on a year-for-year basis.)

OR:

(2) Eight years of experience in the management, administration or supervision of a municipal park system, park sports complex, resource preserve or wilderness preserve.

OTHER REQUIREMENTS:

Licenses and Certificates: Certification in Arizona as a Pesticide/Herbicide Applicator may be required at the time of appointment or prior to completion of initial/promotional probation. All 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: Due to the size, complexity and year-round operations of the County Parks and Recreation Department, employees may be subject to extremes of heat, cold, prolonged exposure to the sun, wind and inclement weather and be required to traverse long distances over difficult terrain.

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.