



OCTOBER 2018
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0181

PARKS MANAGER

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under general direction, plans, organizes, coordinates, and directs the ~~work of the Parks Division of the Chief Administrative Office~~ day-to-day operations including: parks landscape, river, and maintenance, public building grounds, motorized and non-motorized trails in place of trails and recreational areas.

Distinguishing Characteristics:

~~This single position class has division level responsibility for the overall direction and administration of parks and recreation areas. The incumbent is of the Parks Division; responsible for formulating policy, developing goals and objectives, supervising staff, and administering the division's budget; and directing day-to-day operations. Assignments allow for a high degree of administrative discretion and judgment in their execution. This classification is distinguished from the Assistant Chief Administrative Officer classification in that the latter has responsibility for the day to day operations of the County as a whole. performs related duties as assigned.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct and general supervision over assigned staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the overall direction and administration of County parks and recreation areas. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies for the Parks Division. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF **ESSENTIAL** TYPICAL JOB FUNCTIONS (Illustrative Only)

- Oversees park and trail operations and river management programs.
- ◆ Develops and directs the implementation of goals, objectives, policies, ~~procedures~~ procedures, and work standards for the division.
- ◆ Prepares and administers the division's budget, including the preparation and coordination of ~~State~~ state and ~~Federal~~ federal grants.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Monitors operations and activities of the Parks Division; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.

- > Plans and participates in the acquisition, design, land use, and ~~environmental~~environmental approval process for the development and maintenance of County parks and trails.
- > Prepares and administers contracts for maintenance and staff support— for the Rubicon
 - > Responsible for maintenance and operations for the Rubicon Trail.
 - > Maintains the database and reporting for the Rubicon Trail in compliance with regulations and requirements of the easement from the United States Department of Agriculture, Forest Service Eldorado National Forest.
- > Directs and participates in the preparation of a wide variety of long- and short-term planning and other studies and reports; provides technical assistance to County staff.
- ~~Oversees park operations and river management programs.~~
- ~~Responsible for the supervision of staff including the selection, training, evaluation and discipline.~~
- > Inspects parks, trails, and rivers and conducts studies for proposed improvements and maintenance activities.
- > Confers with other department representatives concerning services provided by the Parks -Division; coordinates the work of the division with that of other divisions ~~and other County,~~ departments and, outside agencies, developers, contractors, and consultants.
- > Prepares necessary work orders, requisitions, correspondence, reports, contracts, schedules, and charts.
- > Maintains effective relationships with a variety of community organizations, groups, and the public; makes presentations to various groups, including the Board of Supervisors; and provides staff support for County committees/commissions as assigned.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- > Performs related workduties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

Education:

~~Equivalent to completion of sixty (60) units of college coursework. Graduation from a four year college or university with major coursework in parks administration, business or public administration, or a closely related field is preferred~~

~~-and-~~

Experience:

~~Three (3) years of progressively responsible experience in parks administration. Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two years.~~

Other Requirements:

~~Possession of, or ability to obtain, a valid California driver's license.~~

Knowledge of:

- ~~Administrative principles and methods, including goal setting, program development and implementation.~~
- > Organization and management practices as applied to the development, analysis, and evaluation of

programs, policies, and operational needs of the assigned area of responsibility.

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Theories, principles, techniques, and equipment used in parks design and maintenance.
- ~~Supervisory principles and practices including work planning and review, and employee selection, training, evaluation and discipline.~~
- Safety practices and equipment related to the work.
- Rules, regulations, and ordinances pertaining to parkspark maintenance and operations.
- Principles of budget development and administration, preparing grant applications and proposals, and administering grant funds.
- Principles and practices of contract administration.
- ~~Computers and computer applications including word processing, data management, spreadsheets, and proprietary applications as needed.~~
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Parks Division.
- Plan, organize, supervise, review, and evaluate a variety of parks, trails, and river programs.
- ~~Select, motivate and evaluate staff and provide for their training and professional development.~~
- Develop and implement goals, objectives, policies, procedures and work standards and internal controls.
- Prepare and analyze financial records, statements, and reports.
- Prepare grant applications and proposals ~~and~~; administer grant funds. —
- Analyze complex technical and administrative problems, evaluate alternative solutions, and recommend and adopt effective courses of action.
- ~~Exercise sound~~ Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department, the division, and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ~~Prepare, clear, concise and complete reports and other written materials.~~

- Establish ~~and~~, maintain, and foster positive and effective working relationships with those contacted in the course of ~~the~~ work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in parks administration, business administration, or public administration;

AND

Three (3) years of increasingly responsible experience in parks administration.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and the field. When working in an office environment, use standard office equipment, including a computer, and to operate a motor vehicle to visit various county parks and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment. When working in the field, strength, stamina, and mobility to walk trails over rough, uneven, rocky and steep terrain, to operate varied hand equipment, and to operate a motor vehicle while traveling on the Rubicon. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS/~~PHYSICAL DEMANDS~~

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting with occasional work outdoors and exposure to dust and noise levels associated with mechanical equipment and machinery.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; lifting, carrying or pushing objects that weigh up to 15 lbs. **Occasional** standing, walking, bending and reaching; lifting, carrying or

~~pushing objects that weigh 16 — 40 lbs. — **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 40 lbs. —~~

HISTORY

JCN: 0184

~~Created: JUN 1990 (Manager of Parks and Recreation)~~

~~Revised: FEB 2000 — BOS Reso 084-2000 (renamed Manager of Airports, Parks and Grounds)~~

~~Revised: APR 2013 — BOS Reso xxx-2013 (renamed Parks Manager)~~Employees work partially in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances; and partially in the field with occasional exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, and road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.