

The Maryland-National Capital Park and Planning Commission

TITLE: **Park Manager I**
SERIES: Park Activities

GRADE: G CODE: 3231
DATE: 3/31/98 (rev.)

Class Definition

Under the supervision of a Park Manager, performs a wide variety of professional park operations and administrative work to assist in the planning and implementation of programs and projects within a geographical area. A geographical area includes diverse park facilities and structures that are found within the park system (e.g. regional, recreational, local, neighborhood, conservation, special and stream valley parks). Areas of assignment may include park maintenance, enterprise, resource conservation, nature interpretation, wildlife management, recreation, and administration. Programs and projects typically involve planning, developing, and coordinating activities, programs, and personnel both internally and externally to accomplish assignments. Assists the Park Manager in the day-to-day management of park operations and programs.

Examples of Important Duties

1. Identifies needs and develops park maintenance plans for grounds and facilities within a geographical area. Conducts park inspections to troubleshoot problems identified. Participates as part of team with architects, engineers, consultants, etc. for park development projects. Coordinates work of park maintenance crews both internally and externally to the organizational unit when necessary.
2. Works with and provides assistance to enterprise managers and other staff engaged in planning and implementing revenue producing programs. Develops programs in conjunction with enterprise staff such as boat rentals, etc. Recommends fees for programs, hours of operation, and staffing.
3. Conducts research to identify conservation programs to preserve and protect the park system, environment, and wildlife. Develops programs to achieve conservation goals.
4. Coordinates and works with Park Naturalists to develop, implement, and facilitate interpretive programs. Identifies program needs and secures resources. Participates in program implementation.
5. Develops special programs or projects (e.g., Harvest Festival, Adopt a Field, CDL training/coordination, etc.) for the community served or the department to meet identified needs or to resolve problems. Meets with community organizations, citizens, or other employees and supervisors to plan and develop program or project. Develops program or project as part of a team or as an individual.

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6. Provides general assistance to park visitors. Takes reservations, (e.g., ballfields, picnic areas) and issues equipment (e.g., canoes, etc.). Collects fees. Enforces park rules. Assists proper authorities with investigating accidents, fires, and crimes.
7. Participates with supervisor in budget preparation and development for organizational unit. Monitors and keeps track of expenditures for designated programs and projects. Researches and initiates purchase requisitions for unit. Monitors the work of contractors. May approve payments. Supervises designated personnel. Prepares performance ratings and counsels/coaches employees for performance improvement. Recruits, selects, and trains designated staff. Assigns and schedules work, approves time cards, leave requests, accident/injury reports as required.

Important Worker Characteristics

Knowledge of: Park Management; Recreation; Natural and Environmental Science; Park Maintenance including construction techniques; Business Administration; Safety including First Aid and CPR; Public/Community Relations; Supervisory/Leadership Techniques and Practices; *Commission policies including Equal Employment Opportunity and organization.

Skill in the operation of: personal computer; calculator; light truck; computer software (e.g. word processing, spreadsheet, etc.)

Ability to: Prepare records and reports that require research and analysis of situations or events to develop recommendations/conclusions; plan and develop assigned programs and projects; calculate decimals, fractions, percentages; make presentations on a variety of park related topics to citizens, groups, employees etc.; lead a staff to accomplish designated goals and objectives.

*Developed primarily after employment

Minimum Qualifications

Bachelor's degree in Park Management/Administration, Outdoor Recreation, Natural Sciences, or a related field and one (1) year of park management experience that included supervision and leadership of a staff; OR an equivalent combination of education and experience; and a valid driver's license or the ability to acquire one; may require state pesticide certification.

Working Conditions

Works in office and within geographical area (parks). May work evenings, weekends, and holidays as assigned. On-call to respond to emergencies as they arise.