

The Maryland-National Capital Park and Planning Commission

TITLE: Park Manager II
SERIES: Park Activities

GRADE: H **CODE:** 3232
DATE: 3/31/98 (rev.)

Class Definition

Under direction, supervises and manages park operations and programs within a designated geographical area and/or region/county-wide programs within the park system to provide a secure, safe, and enjoyable park experience for the public. 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). Programs and projects typically involve park management, grounds and facility maintenance, resource conservation, wildlife management, recreation, and administration. Park Managers at this level are responsible for planning, developing, supervising, and implementing programs and projects. Leadership of a park operations staff (supervisory, technical, maintenance) to implement programs and projects within a geographical area is a significant part of this class.

Examples of Important Duties

1. Plans, schedules, and assigns the work of park operations staff (supervisors, park workers, temporary employees, volunteers). Recruits, selects, and trains staff. Evaluates work and counsels/coaches staff for improvement. Approves time cards and leave requests. Documents employee accidents and injuries.
2. Supervises and manages diverse park operations programs that include landscaping, ballfield renovation, play equipment inspection and repair, custodial maintenance, grounds maintenance, construction, wildlife management, park inspections, etc. Allocates staff and resources within area. Monitors and evaluates programs and initiates changes for improvement as appropriate.
3. Provides input and makes recommendations concerning major renovation or park development projects, park master plans, CIP projects, etc. as requested for geographical area. Works with other Commission divisions to insure that plans and specifications meet park operations goals and objectives.
4. Develops and oversees programs and projects that involve the conservation and protection of the environment and natural resources. Identifies park areas in need of such programs and coordinates with community groups, county, state, or federal agencies, etc. to develop and implement such programs.

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Examples of Important Duties (Continued)

Coordinates with other department divisions as necessary to achieve program goals and secure cooperation and assistance as needed.

5. Conducts meetings with community and citizen groups within geographical area to plan programs, identify needs, resolve problems, promote customer service, etc. Develops strategies, action plans, and coordinates the necessary resources to accomplish objectives.
6. Coordinates and facilitates special programs and events within geographical area (dedications, tours, concerts, camping, tournaments, etc.). Develops publicity materials to promote activity. Allocates necessary resources (personnel and budget) to achieve a successful program or event.
7. Researches technical publications, professional organizations, or other government agencies to identify trends or seek information that would be useful to develop programs, solve problems, or enhance the park system.
8. Prepares annual budget request for geographical area. Monitors and controls revenues and expenditures within approved budget. Prepares bid specifications and initiates purchase requisitions and check requests. Approves payments within budget.
9. Prepares records and reports. Maintains budgetary and personnel records. Develops and writes memoranda, publicity materials, financial reports, activity reports, etc. Oversees inventory of supplies and materials. Issues permits, licenses, etc. as appropriate.

Important Worker Characteristics

- A. Good Knowledge of: Park Management; Outdoor Recreation; Natural and Environmental Science; Park Maintenance including construction techniques; Business Administration; Public/Community Relations; Management principles that include organizational development, Supervisory/Leadership techniques; Program planning and development; Safety including First Aid and CPR; *Commission policies and organization including Equal Employment Opportunity.

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Important Worker Characteristics (Continued)

- B. Skill in the operation of: Personal computer; calculator; light truck; computer software (e.g., word processing, spreadsheet, etc.)
- C. Ability to: Manage and supervise a park operations program and staff to accomplish goals and objectives; develop and write complex 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.; mediate disputes or disagreements.

* Developed primarily after employment at this job class.

Minimum Qualifications

Bachelor's Degree in Park Management/Administration, Outdoor Recreation, Natural Sciences or a related field and two (2) years of progressively responsible experience that includes park operations program planning and development and supervision 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. Works extended evenings, weekends, and holidays. On-call to respond to emergency situations. Continuous contact with the public.