

The Maryland-National Capital Park and Planning Commission

TITLE: Park Ranger Supervisor
SERIES Park Activities

GRADE: I CODE: 3292
DATE: 12/14/04 FLSA: Exempt
EEOC: Officials & Admin

Class Definition

Under direction, manages the operations of a park ranger program for one county. Work at this level involves program administration, budget management, and staff supervision. Supervises Park Rangers and Senior Park Rangers to provide a variety of park and facility management support work, public programs and natural resource management. Staff manages natural resources in parks and natural areas, and provides technical assistance regarding resource management, conservation, and environmental issues for the Commission, public, and various agencies. Employees receive assignments in general terms and proceed independently to implement all aspects of their work, resolving most problems encountered on their own. Work is reviewed for compatibility with policies and overall effectiveness of work program. Performs other duties as assigned.

Examples of Important Duties:

1. Manages and plans park ranger program. Responsibilities include: defining goals and objectives, developing policies and procedures, and establishing standards of operation. Analyzes current practices to determine effectiveness.
2. Manages natural area parks including educational outreach programs and conservation projects; manages agricultural parkland leases, creates lease agreements, coordinates with county, state and federal agencies on agricultural matters. Manages natural resource programs including wildlife management, forestry and aquatic resources on parklands.
3. Supervises staff. Plans, schedules, assigns, and reviews the work of staff. Monitors, evaluates, and takes action to enhance staff performance. Develops and communicates work and performance expectations. Conducts performance planning and review activities. Recognizes and resolves personnel issues in accordance with Commission policies and procedures. Initiates, recommends, approves, and implements personnel actions including: recruitment, selection, promotion, transfer, discipline and termination of employees with unit. Approves time cards and leave requests.
4. Oversees the design, development and implementation of specialized natural resource management, interpretive, and park safety programs. Approves school based educational programs, career days, science fairs, and presentation manuals prepared by ranger staff.
5. Plans and participates in ranger efforts for county-wide major events, festivals and programs. Approves articles for newsletters, community associations and updates; oversees design and distribution of brochures, newsletters and flyers for publicity.
5. Manages and coordinates operating budget for park ranger program. Prepares annual budget requests, and controls expenditures in accordance with approved budget. Writes purchase orders and check requests. Approves payments.

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6. Cooperates and coordinates with Park Police and assists law enforcement agencies and other units of local, state, and federal government in crime prevention, search and rescue, natural resources law enforcement, accident investigation, and public safety.
7. Represents Department to the public and groups interested in environmental, natural and wildlife issues. Meets individually with citizens and groups to identify needs, plan programs, and answer questions or complaints about nature, conservation issues, wildlife, park regulations, etc. Investigates complaints.

Important Worker Characteristics:

- A. Considerable knowledge of: (1) Commission activities, organization, policies and procedures; (2) supervision; (3) environmental science; (4) agriculture; (5) natural resource management; (6) public safety; (7) recreational safety; (8) pesticides; and (9) geography of the metropolitan Washington, D.C. area.
- B. Skill in operation of: (1) personal computer with applicable software; (2) hand tools; (3) motor vehicle (i.e., light truck, automobile, bicycle, boat) (4) safety equipment; and (5) general office equipment (e.g., typewriter, copier).
- C. Ability to: (1) analyze problems, develop solutions, and implement plans; (2) calculate fractions, decimals, and percentages; (3) interpret, read and write technical reports and correspondence; (4) develop and manage program budget; (5) supervise staff; (6) communicate effectively; (7) manage serious incidents/sudden emergency situations; (8) lift 50 pounds; (9) organize work efficiently and effectively; and (10) provide quality courteous service.

Minimum Qualifications:

1. Bachelor's degree in Park Administration, Park Management, Recreation, Natural Science or related field; and
2. Four years of progressively responsible administrative or management experience, including at least one year in a lead or supervisory capacity; or
3. An equivalent combination of education and experience.
4. Must pass Commission medical examination.
5. Valid driver's license

Working Conditions

May work rotating shifts including evenings, weekends, and holidays. May work outdoors in varying outdoor conditions. May perform physical activities such as biking, hiking, and prolonged standing. Regularly deals with public complaints and problems.