

The Maryland-National Capital Park and Planning Commission

TITLE: Assistant Parks Division Chief **GRADE:** J **CODE:** 3409
SERIES: Park and Recreation Management **DATE:** 1/13/88

Class Definition

Under general direction, performs difficult managerial work involving considerable responsibility, complexity, and variety. Provides a wide variety of assistance to the Parks Division Chief in planning, developing, and implementing a diverse and comprehensive program in one of the major park department operational program areas (e.g., park enterprise, interpretation, and conservation, horticulture and forestry, maintenance and development). Typically this position manages one major divisional program (e.g., groundskeeping, building maintenance) for one county; or manages and coordinates varied managerial and operational activities and programs within a park division. Programs are operations and administrative oriented. Acts in absence of the Parks Division Chief. Performs other related duties as assigned.

Examples of Important Duties

1. Manages assigned program(s) or monitors division operations. Defines program goals and objectives and assists in defining overall divisional objectives. Sets standards. Inspects parks and other Commission facilities to see what work needs to be done. Plans and organizes continuing programs and special projects. Meets with supervisor, other managers, architects, or engineers to discuss program projects and review blueprints. Obtains permits. Estimates staff, equipment, materials and supplies needed for projects. Coordinates projects/activities with other Commission units and other government agencies. Keeps Division Chief informed about important matters.
2. Supervises program staff. Plans, schedules and assigns work. Evaluates work and counsels staff on ways to improve performance. Selects and trains staff. Initiates disciplinary action. Approves time cards and leave requests. Investigates employee grievances/accidents, fires, crimes. Reviews personnel actions. Advises staff on ways to solve technical problems, comply with administrative procedures and improve management of facilities.
3. Manages budget. Prepares annual budget request. Controls expenditures in accordance with approved budget. Obtains bids and price quotes. Writes purchase orders and check requests. Monitors work of contractors. Approves payment.
4. Manages facilities. Establishes operating procedures (e.g.,

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Examples of Important Duties (Continued)

4. hours, security, safety) for maintenance yards, trade shops, and/or other varied public facilities. Conducts inspections. Investigates accidents, fires, and crimes. Plans and coordinates new facilities and remodeling of present facilities.
5. Conducts research. Reviews technical literature, meets with vendors, exchanges information with other government agencies and attends conferences to identify new programs, methods, equipment, and plants which might be useful for operations.
6. Coordinates externally. Meets with citizens, Commission groups, business groups, recreation councils and other government agencies to identify needs, plan programs, and answer questions about groundskeeping, horticulture, regional parks, enterprise and interpretation facilities or building maintenance programs. Investigates complaints.
7. Keeps records. Maintains and supervises records of expenditures, time cards and inventory of supplies and equipment. Writes periodic administrative and operational reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) park administration; (2) public administration; (3) supervision; (4) Commission organization*; (5) Commission policies and procedures*; (6) Commission activities*; (7) arboriculture; (8) architecture; (9) biology; (10) botany; (11) business administration; (12) environmental science; (13) equal employment opportunity; (14) geology; (15) horticulture; (16) landscaping; (17) Merit system regulations*; (18) planning; (19) recreation; (20) safety; (21) urban forestry; (22) wildlife management.

Note: Certain knowledges listed above would only apply depending on divisional assignment.

- B. Skill in operation of (1) auto; (2) truck.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze and evaluate data; (3) calculate fractions, decimals

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Important Worker Characteristics (Continued)

and percentages; (4) read technical reports and correspondence; (5) write technical reports and correspondence; (6) use proper spelling, punctuation and grammar; (7) speak clearly; (8) make oral presentations; (9) organize work efficiently; (10) provide courteous service.

* Developed primarily after employment in this class.

Minimum Qualifications

1. Bachelor's degree or four years experience in Park or Public Administration, Landscape Architecture, or natural sciences; and
2. Four years varied park administration/management experience that included two years of supervisory park administration experiences that relates to functional area of assignment (e.g., park enterprise, interpretation and conservation, horticulture and forestry, maintenance and development, or engineering/architecture/landscape architecture); or
3. An equivalent combination of education and experience.
4. Valid driver's license or the ability to acquire one.

Working Conditions

Works in office. Considerable pressure to meet deadlines.