

## **The Maryland-National Capital Park and Planning Commission**

TITLE : Park Manager II  
SERIES: Park Activities

GRADE: H  
DATE: 01/31/01

CODE: 3232  
FLSA: Exempt

### Class Definition

Under general direction, supervises and manages park operations and programs within a designated geographical area to provide a secure, safe, and enjoyable park experience for the public. A geographical area includes diverse park facilities and structures found within the park system (e.g., regional, recreational, local, urban, neighborhood, conservation, special, and stream valley parks). Programs and projects typically involve park management, grounds and facility maintenance and development, 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 is a significant part of this class. Performs other related duties as assigned.

### Examples of Important Duties:

1. Plans, schedules, and assigns the work of supervisors and other park staff including temporary employees and volunteers. Recruits, selects, and trains staff. Evaluates work and counsels staff. Develops and approves performance improvement plans. Oversees and recommends staff training programs. Initiates recognition and disciplinary actions. Approves time cards and leave requests. Documents employee accidents and injuries.
2. Plans and coordinates projects. Reviews plans and specifications, and determines scope and requirements. Makes recommendations for changes or improvements in proposed engineering plans. Determines and secures necessary resources. Meets with architects and engineers to discuss projects. Inspects work of Commission crews and contractors to ensure conformance with instructions and engineering plans. Coordinates projects with other Commission units and government representatives.
3. Supervises and manages diverse park operations programs that include landscaping, ball field renovation, play equipment inspection and repair, custodial maintenance, grounds maintenance, construction, wildlife management, park inspections, etc. Manages Integrated Pest Management program. Develops and maintains maintenance standards. Develops and implements emergency response program. Allocates staff and resources within area. Monitors and evaluates programs and initiates changes for improvement as appropriate.
4. Provides input and makes recommendations concerning major renovation or park development projects, park master plans, CIP projects, etc. Works with other Commission divisions to insure that plans and specifications meet park operations goals and objectives.
5. Monitors parkland for environmental integrity. Develops and oversees programs and projects to conserve and protect the environment and natural resources. Reviews and responds to water, sewer, and building permits to assess their impact on parkland. Recommends and implements corrective actions for environmental problem areas. Coordinates with community groups, county, state, and federal agencies to develop action plans and programs to protect parkland and the environment. Coordinates with other Commission units to achieve program goals and secure cooperation and assistance.

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### Examples of Important Duties (continued)

6. Meets with citizens, community groups, professional organizations, park and recreation councils, Board of Education staff, and public and private representatives to identify needs, plan programs, solve problems, and answer questions about park operations. Coordinates with other departments, organizations, and citizens groups on scheduling and use of park facilities for special events. Handles inquiries and complaints from the general public.
7. Coordinates and facilitates special programs and events (dedications, tours, concerts, camping, tournaments, etc.). Allocates necessary resources (staff and budget) to achieve a successful program or event.
8. Reviews technical literature, meets with vendors, exchanges information with other government representatives, and attends conferences to identify new programs, methods, and equipment for potential use in park operations.
9. Prepares or provides input to annual budget request for assigned area. Monitors and controls expenditures and revenues within approved budget. Obtains informal bids and price quotations, and develops specifications for formal bids. Identifies equipment, materials, and supplies needed and determines best products to fill those needs. Monitors work of contractors. Approves payments to vendors and contractors. May serve as petty cash custodian. May collect revenues from parking fees and special operations such as boat rentals, train rides, campgrounds, and snack bars.
10. Prepares, initiates, reviews, and maintains a variety of administrative records such as expenditures, time cards, inventory of supplies and equipment, accidents, and injuries. Reviews performance evaluations prepared by staff, accident reports, etc. Writes administrative reports, budget and expenditure reports, work reports, and special reports as required.

### Important Worker Characteristics:

- A. Good Knowledge of: (1) supervision and leadership principles and techniques; (2) Commission organization, policies, procedures, and collective bargaining agreements\*; (3) equal employment opportunity; (4) park management and outdoor recreation; (5) business administration; (6) community relations; (7) sound environmental and ecological practices; (8) park operations and maintenance including construction techniques; (9) grounds maintenance including turf management, gardening, landscaping, and Integrated Pest Management program; (10) tree maintenance and removal; (11) trades; (12) major equipment operation; and (13) safety, including first aid and CPR.
- B. Skill in operation of: (1) personal computer and software (e.g., word processing, spreadsheet); (2) calculator; and (3) light truck.
- C. Ability to: (1) manage and supervise a park operations program and staff to accomplish goals and objectives; (2) plan and develop programs and projects; (3) develop and write correspondence, records, and reports; (4) read and understand construction plans and blueprints; (5) calculate decimals, fractions, percentages; (6) make presentations to citizens, groups, employees, etc.; and (7) mediate disputes.

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\*May be developed after employment in this job class.

### Minimum Qualifications:

1. Bachelor's degree in park management/administration, outdoor recreation, natural sciences, or related field, and two years of progressively responsible experience which includes park operations program planning and development and supervision of staff; or
2. An equivalent combination of education and experience.
3. Valid driver's license.
4. Additionally, contingent upon area of assignment, some positions in this class may require:
  - a. Commercial Driver's License with appropriate endorsements upon appointment, or the ability to acquire one within six months.
  - b. Maryland Department of Agriculture Pesticide Applicator's certification in the categories appropriate to the work assignment.
  - c. Certification by the National Playground Safety Institute.

### Working Conditions

Works in office and in field. May be required to work evenings, weekends, and holidays. On-call to respond to emergency situations. Exposed to weather, dirt, waste, odors, caustic chemicals, pesticides, wildlife, and potentially harmful insects (for example, bees, hornets, wasps, etc.). Some pressure to meet deadlines.