



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DEPUTY ADMINISTRATOR, STATE PARKS	44	A	1.902

Under general direction of the Division Administrator, the Deputy Administrator, State Parks manages the operation and maintenance of the State's Park System; and plans, organizes and directs services and activities including general and park administration, planning and development, contracts, facility and equipment maintenance, law enforcement, public safety, park interpretation, cultural/natural resources management, environmental impact analyses, land acquisitions, grant programs, capital improvements, protection and safeguarding of all park fees, park promotion and marketing.

Perform the duties of the Administrator in the absence of the Administrator or as requested and provide operational direction in areas of park management and administration; plan and develop goals, objectives and short and long range plans for parks management; establish priorities; assist in coordinating major park improvement projects; develop, implement, monitor and evaluate specific programs consistent with agency policy and applicable laws.

Direct the statewide operation and maintenance of State Park facilities to ensure that parks are maintained for public use and safety; provide technical expertise on safety issues and assist Division safety coordinators in developing and implementing safety programs.

Participate in the preparation of the budget for the division; develop, justify, administer and monitor financial indicators; forecast purchasing needs and approve purchase requests; recommend financing options for major items; ensure proper collection and accounting of user fees.

Present the biennial budget during the legislative session as requested; manage development of proposed legislation on State Park issues including fiscal notes; review, coordinate and administer contracts for administrative services, programs and professional services.

Administer operation and maintenance aspects of the park system and provide day-to-day assistance related to field operations, maintenance programs, budgeting, accounting, policy development and interpretation, public relations and promotional activities, personnel training, concession agreements, visitor protection, resource management, annual updating of individual park management plans and operational procedures.

Supervise and evaluate the performance of assigned personnel; develop work performance standards and training programs; assign, delegate and review work; review and resolve personnel related issues including recruitment, selection, assignment, training, discipline and termination in accordance with established policies and applicable laws

Develop, review, coordinate and administer leases and management agreements; solicit and evaluate bids and proposals; write, negotiate and review contracts in compliance with agency policy and applicable laws; ensure that insurance and liability requirements are met; approve and sign formal agreements including concession contracts, grazing leases, special use permits, memorandums of understanding and cooperative agreements; conduct in-house reviews and audits of accounts to ensure legal compliance of expenditures statewide, including control audits and periodic post audits.

Conduct special analyses and write comprehensive reports and recommendations; research legislative proposals and prepare responses; draft text and position statements; develop and modify policy in response to legal mandates; serve on committees, attend a variety of meetings to represent the agency's interests and represent the Division before commissions, boards, and private groups.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in public or business administration, park management, outdoor recreation management, forestry, horticulture, landscape architecture or related field and five years of progressively responsible park management experience including planning, acquisition, development, operation, maintenance, budgeting, policy development and promotion in a major parks system; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: park management principles and practices; principles of training, supervision and management; budget preparation and administration; contract negotiation and administration; parks master planning process; maintenance and construction materials, equipment and techniques; health and safety regulations; financial analysis, projection and management techniques; natural and cultural resource management. **Ability to:** plan, organize and direct the maintenance, operations, planning and development of a state's park system; manage the acquisition, planning, development and construction of park facilities; communicate effectively both orally and in writing; prepare and administer complex budgets; plan, organize and implement programs and activities related to visitor services and protection, staffing, law enforcement, maintenance, resource management and recreational activities; coordinate a state parks system's plans and programs with city, county, state and federal agencies; present plans and programs persuasively to large and small groups including legislative bodies and government officials; analyze environmental documents and assess probable impact; supervise and direct professional staff to accomplish goals and work programs; analyze financial data and administer multi-million dollar budgets with multiple funding sources.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: State legislative and budgetary processes; State and federal laws, regulations and requirements related to personnel administration, purchasing and accounting; applicable Nevada Revised Statutes and State Administrative Manual sections related to administration of State Parks.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

1.902

ESTABLISHED: 7/1/05LG
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