



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>
PARKS REGIONAL MANAGER (NON-COMMISSIONED)	39	A	1.907

Parks Regional Managers (Non-Commissioned) plan, organize and manage the overall operation of the State parks within an assigned geographical region to provide for park operation, maintenance, interpretation, and visitor services and protection; ensure proper recreation management principles are utilized in the delivery of parks and recreation services and the operation of park resources and facilities in accordance with established guidelines.

Formulate, develop and implement policies and procedures for the region; develop long and short range goals and plans to meet objectives established by the division, department and the State; coordinate program activities with officials and representatives of federal, State and local agencies; conduct public hearings and represent the State at local and regional meetings.

Develop and administer the regional program budget; project fiscal needs and control expenditures; monitor and evaluate programs and conduct cost/benefit analyses; implement processes to ensure accurate accounting of user fees and equipment inventory; prepare justifications and financial and statistical reports; research and prepare biennial budget requests; oversee the region's data processing and risk management functions; review and approve expenditures.

Manage a variety of regional programs and projects to maintain and enhance park facilities, equipment and resources; manage equipment and property inventories; negotiate and administer contracts, concessions, leases and agreements; review plans and recommendations for renovations and construction of facilities; inspect and evaluate construction work; direct the development of the regional and park management plan.

Oversee the regional resource management program; coordinate with park supervisors to develop and maintain current resource management plans and ensure the professional management of all park natural and cultural resources.

Expand and oversee activities and special events and manage an on-going interpretive program; direct the region's public relations program to promote park activities and provide information to the public; investigate and resolve conflicts and issues related to park use and management.

Oversee the region's law enforcement program to ensure consistent and appropriate law enforcement at all parks within a region; plan operational strategies and assignments; provide for training opportunities as required by State law; supply equipment and resources; ensure that park resources, facilities, equipment, personnel and visitors are protected from misuse, misconduct and criminal activities.

Manage and coordinate the region's comprehensive maintenance program for park facilities; develop goals and plans to maintain the facilities and resources of assigned parks; implement projects and inspect work in progress; review and approve equipment, supply, and project requests; coordinate efforts with other regions and the Planning and Development Section to ensure that projects are completed in accordance with individual Park Master Plans and division policy.

Supervise and evaluate the performance of assigned staff; delegate, assign and review work of professional, technical and administrative support personnel; develop and revise work performance standards; implement disciplinary and corrective action as appropriate; provide training opportunities to ensure that annual accreditation standards are met.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS**SPECIAL REQUIREMENTS:**

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must submit to a pre-employment screening for controlled substances.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.
- * Candidates may be required to submit to a background check and physical agility examination prior to appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, park interpretation, outdoor recreation management, natural science, business administration or related field and three years of experience in managing the personnel, budget and resources of a complex park, public entity, or business with multiple, diversified facilities, activities, and services offered. Management experience must have included developing and monitoring budgets, supervising facility maintenance, maintaining security of establishments and facilities, and providing various services to the public; **OR** two years of experience as a Park Supervisor III in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Requirements*)

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

Working knowledge of: accounting and budgeting principles and practices; management principles, practices and programs; building, grounds and equipment maintenance; principles of training and supervision; purchasing and inventory control procedures. **Ability to:** plan, implement and coordinate projects and programs in a geographical region; develop and manage training programs including identifying needs and coordinating and evaluating instruction; analyze financial and statistical data to identify trends and determine appropriate courses of action; communicate effectively both orally and in writing; oversee the collection and auditing of revenue; comprehend and administer contracts such as leases or managerial agreements; develop safety programs as appropriate to protect lives and property and minimize liability; manage special events and programs within a region; develop plans in accordance with goals and objectives; promote the park system to groups and individuals including the media; establish and maintain cooperative working relationships with others.

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

Working knowledge of: State personnel administrative processes; budget preparation and control; grants and contract management; legislative processes; business and public administration; basic principles of park planning and construction; division philosophy, goals and objectives; development of policies and procedures. **General knowledge of:** natural and cultural history, flora, and fauna. **Ability to:** plan and develop volunteer and low cost labor resources to perform park services and maintenance; read and evaluate complex equipment specifications and building construction drawings; understand and evaluate complex environmental impact documents and issues.

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.

1.907

ESTABLISHED: 7/1/05LG