



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>
PARK RANGER III (NON-COMMISSIONED)	34	B	1.921
PARK RANGER II (NON-COMMISSIONED)	33	B	1.922
PARK RANGER I (NON-COMMISSIONED)	30	B	1.923

SERIES CONCEPT

Park Rangers (Non-Commissioned) participate in operations, resource management, interpretation and maintenance activities at an assigned State park.

Coordinate and participate in day-to-day park operation and maintenance projects; train, supervise and evaluate the performance of assigned seasonal personnel; clean and maintain park buildings, grounds, offices, restrooms and vehicles; schedule and assign personnel to collect fees, staff visitor centers and conduct tours.

Gather, record and audit information related to visitor use and fees collected; take inventory and submit supply requests; prepare activity reports on areas of responsibility; make reservations and respond to letters and telephone inquiries; operate park weather station, sales outlet and water safety and control devices at the park.

Advise visitors of park rules, regulations and policies; assist at accidents, conduct search and rescue operations, respond to emergency situations, and interact with other law enforcement agencies to preserve the peace and protect park visitors.

Implement the resource management plan; identify resource problems; develop solutions and initiate projects for resource preservation and rehabilitation.

Participate in planning, developing and conducting special events and on-going interpretive activities such as tours, hikes, displays, exhibits, talks and visitor centers to inform park visitors of park attractions, flora, fauna, cultural and natural history, and environmental education.

Perform related duties as assigned.

CLASS CONCEPTS

Park Ranger III (Non-Commissioned): Under the general supervision of a Park Supervisor III, incumbents coordinate and oversee the operation and maintenance of a major section of a large and complex park with special features such as historical sites, visitor centers, multiple fee collection points, complex maintenance and resource protection programs, concessions and contracts, sophisticated water and sewer systems, and special use facilities, in addition to performing the full range of duties outlined in the series concept.

Park Ranger II (Non-Commissioned): Under the general supervision of a Park Supervisor, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

Park Ranger I (Non-Commissioned): Under the direct supervision of a Park Supervisor, incumbents receive training in performing all or part of the duties outlined in the series concept. Progression to the next level may occur upon meeting the qualifications of the next level, satisfactory job performance and approval of the appointing authority.

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MINIMUM QUALIFICATIONS

INFORMATIONAL NOTE:

- * Candidates may be required to submit to a background check and physical agility examination prior to appointment.

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must submit to a pre-employment screening for controlled substances.
- * Positions are subject to call back and must work various hours and/or shifts.
- * Positions require statewide travel.
- * Positions require work on evenings, weekends, and/or holidays.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

PARK RANGER III (NON-COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration or related field and two years of professional park ranger experience in park operations and maintenance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Park Ranger II in Nevada State service. *(See Special Requirements and Informational Note)*

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

Working knowledge of: financial and statistical recordkeeping; safety principles and practices related to the use of assigned equipment. **Ability to:** preserve and enhance the park's natural resources; prepare reports, evaluations, bulletins and memoranda; perform literary research necessary to develop interpretive materials; plan, organize and coordinate available resources to effectively manage an assigned area of the park; *and all knowledge, skills and abilities required at the lower levels.*

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

Detailed knowledge of: Nevada Administrative Code and Nevada Revised Statutes applicable to operation of a State park; division policy manuals related to park maintenance, fee collection, volunteers and general policies; current State personnel practices and principles used in supervising staff; inventory techniques required to maintain operating supplies. **Ability to:** manage a major area within a large and complex park; assist the Park Supervisor in day-to-day operation and maintenance of the park.

PARK RANGER II (NON-COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration or related field and one year of professional park ranger experience in park operations and maintenance; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Park Ranger I in Nevada State service. *(See Special Requirements and Informational Note)*

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MINIMUM QUALIFICATIONS (cont'd)

PARK RANGER II (NON-COMMISSIONED) (cont'd)

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

General knowledge of: natural and cultural history of the assigned park and surrounding areas; ecological concepts; laws, policies and practices related to park operations; personnel practices and principles used in supervision; inventory techniques required to maintain operating supplies; basic fire suppression techniques as applied to grass, brush and forest areas. **Ability to:** make oral and visual presentations to groups to provide information about State parks; advise visitors of park rules, regulations and policies; work effectively in situations involving argumentative or combative individuals; assist staff and visitors in emergency incidents and accidents; *and all knowledge, skills and abilities required at the lower level.*

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

Working knowledge of: park and resource management practices utilized in Nevada; principles of training and supervision; State budget, accounting and purchasing procedures. **Ability to:** assist the Park Supervisor in the overall operation and maintenance of the park; perform professional park management duties; plan, coordinate and oversee park custodial and minor maintenance projects.

PARK RANGER I (NON-COMMISSIONED)

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major or minor in park management, outdoor recreation management, ecology, forestry, biology, agriculture, education, natural or environmental sciences, horticulture, history/folklore, wildlife management, museum management, park interpretation, business or public administration or related field; **OR** an equivalent combination of education and experience; **OR** two years of experience which provided experience in organizing, overseeing and performing park maintenance, interpretive programming, visitor services, and resource management duties. *(See Special Requirements and Informational Note)*

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

General knowledge of: basic principles of park operations and maintenance; basic principles of park and resource management; natural and cultural history; accepted land management practices; interpretation of natural resources and historic areas; operation of standard hand and power tools used in facility maintenance. **Ability to:** participate in the operation and maintenance of an assigned State park; perform custodial and general maintenance duties in park buildings and grounds; provide information and assistance to park visitors; maintain records and prepare reports; participate in planning and providing interpretive programs for park visitors; communicate effectively both orally and in writing.

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

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Park Ranger II (Non-Commissioned).)

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.

	<u>1.921</u>	<u>1.922</u>	<u>1.923</u>
ESTABLISHED:	7/1/05LG	7/1/05LG	7/1/05LG
REVISED:		6/25/08UC	6/25/08UC
REVISED:	1/16/13UC	1/16/13UC	1/16/13UC