



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 SUPERVISOR III (NON-COMMISSIONED)	36	B	1.967
PARK SUPERVISOR II (NON-COMMISSIONED)	35	B	1.968
PARK SUPERVISOR I (NON-COMMISSIONED)	34	B	1.969

SERIES CONCEPT

Park Supervisors (Non-Commissioned) plan, organize, oversee and participate in the administration, maintenance, interpretive programs and resource management of an assigned State park.

Develop and administer the park budget; prepare and submit budget proposals and project needs; plan and approve purchases; and establish and monitor spending plans.

Train, supervise and evaluate the performance of assigned personnel; develop work programs and performance standards; delegate and review assignments; counsel staff and take disciplinary action as appropriate; and coordinate special work programs with community organizations, volunteers and federal, State and local agencies.

Prepare and submit reports on all aspects of park operation and maintenance; attend public, agency and interagency meetings; manage equipment and property inventories; may administer leases, concessions and management agreements; monitor construction projects; develop and maintain the park's operational plan; oversee employee and visitor safety programs; and manage employee residences.

Oversee the collection of park user fees; review permit transactions and deposits; develop and implement collection policies and procedures; and ensure proper collection and accounting for park revenues.

Provide park services to enhance the park experience for visitors; plan and implement special programs and events; delegate interpretive assignments and provide technical assistance; review and evaluate program quantity and quality; administer sales outlets; and make public information available.

Oversee the park's law enforcement program; assess needs and identify training and proficiency levels; implement emergency management plans as needed; and ensure compliance with State law and division policy to preserve the peace and protect the public and park resources.

Manage the park's natural and cultural resources; identify resource problems and formulate solutions; and effectively utilize resource management practices to preserve and maintain the park resources.

Plan, organize and manage the park maintenance program; develop goals and objectives; establish priorities and coordinate maintenance and repair projects; formulate equipment and vehicle servicing plans; oversee and participate in the custodial care of park buildings and facilities.

Perform related duties as assigned.

CLASS CONCEPTS

Park Supervisor III (Non-Commissioned): Positions allocated to this class supervise a State park which requires advanced level park management skills due to a combination of factors including the extent of park

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CLASS CONCEPTS (cont'd)

Park Supervisor III (Non-Commissioned): (cont'd)

facilities, visitor attendance, user fees, physical acreage, permanent and seasonal staff supervised, and complexity of operation. Additional complexity results from the Park Supervisor's responsibility for concessions, special patrol and protection requirements, diversified programs, services offered and varied recreational activities. The Park Supervisor III is distinguished from the Park Supervisor II by responsibility for managing special park features which may include complex maintenance and resource protection programs, sophisticated water and sewer systems, visitor centers, historical sites, special use facilities, and multiple fee collection points.

Park Supervisor II (Non-Commissioned): Positions allocated to this class supervise a State park which requires park management skills due to a combination of factors including the extent of facilities, visitor attendance, user fees, physical acreage, permanent and seasonal staff supervised, and complexity of operation. The Park Supervisor II is distinguished from the Park Supervisor I by responsibility for concessions, special patrol and protection requirements, diversified programs and services offered, and varied recreational activities.

Park Supervisor I (Non-Commissioned): Positions allocated to this class perform the full range of duties outlined in the series concept. The complexity of park operation is somewhat limited and is determined by a combination of factors including the extent of facilities, visitor attendance, user fees, physical acreage, and staff supervised.

MINIMUM QUALIFICATIONS

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.
- * Candidates may be required to submit to a background check and physical agility examination prior to appointment.
- * A valid driver's license is required at the time of appointment and as a condition of continuing employment.

PARK SUPERVISOR 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 or closely related field and four years of progressively responsible park operations experience, two of which were in managing a park including budget administration, supervision of staff and resource management; **OR** one year of experience as a Park Supervisor II in Nevada State service; **OR** two years of experience as a Park Supervisor I or Park Ranger III in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

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

Working knowledge of: administration of multi-year contracts, concessions and leases with complex terms; personnel administration; budget development and fiscal analysis; park management principles and practices; contract, budget and personnel administration. **Ability to:** plan, organize and coordinate complex maintenance and resource protection programs; manage the interpretation, preservation and operation of visitor centers, historical sites, special use facilities and other park features; *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: park management principles and practices; contract, budget and personnel

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MINIMUM QUALIFICATIONS (cont'd)

PARK SUPERVISOR III (NON-COMMISSIONED)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):(cont'd) administration.

PARK SUPERVISOR 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 or closely related field and three years of park ranger experience, one year of which included experience in supervising the operation, maintenance and interpretative programs at a park or major section of a park; **OR** one year of experience as a Park Supervisor I or Park Ranger III in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

Working knowledge of: park management principles and practices; development and implementation of interpretive programs and visitor services. **Ability to:** develop goals and objectives for park operation and maintenance; prepare and administer complex budgets with multiple funding sources; administer contracts and concessions; coordinate and manage repair and maintenance projects; train and supervise permanent and seasonal staff; develop solutions to special law enforcement problems; *and all knowledge, skills and abilities required at the lower level.*

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 Supervisor III (Non-Commissioned).)

PARK SUPERVISOR 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 or closely related field and two years of journey level park ranger experience including park operation, maintenance and interpretation of park facilities; **OR** two years of experience as a Park Ranger II in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

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

Working knowledge of: operation and maintenance of park facilities; development of interpretive materials and programs; division policies and procedures. **General knowledge of:** history, natural history, flora, fauna, geography and geology; natural and cultural resource management techniques; basic fire suppression principles and techniques; emergency medical procedures and equipment; current personnel practices and principles; bookkeeping and accounting procedures; workplace health and safety regulations; operation and use of tools and equipment used in custodial and general maintenance work. **Ability to:** develop goals and objectives for the operation and maintenance of an assigned park; research information and write interpretive materials; control and account for income and expenditures of a park operation; prepare and administer budgets; write clear, concise sentences using correct English; make oral presentations before various size groups; perform custodial services to park buildings and grounds; observe, recognize and plan appropriate actions designed to alleviate visitor impact/abuse on the park's natural resources.

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 Supervisor 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.

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