

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Assistant Park Manager

Class Code: 81132

Pay Grade: GG

A. Purpose:

Provides administrative assistance to a park manager by functioning as a team leader over seasonal gate and campground attendants; coordinating campground reservations; ordering and issuing licenses and permits; collecting, auditing, and depositing revenue; compiling statistics for monthly reports; ordering supplies and materials; preparing vouchers; etc., to carry out the business of the park. Maintains park facilities, equipment, and grounds by functioning as a team leader over seasonal crews; performing structural repairs and enhancements; performing preventive maintenance and repairs on equipment; landscaping; pruning and trimming trees; performing safety inspections; etc., to maintain the park in the best and safest condition possible.

B. Distinguishing Feature:

Assistant Park Managers provide administrative assistance to Regional Park Supervisors, District Park Supervisors, or Division Staff Specialists.

Park Managers manage the daily operations and maintenance of a park unit or a collection of park units within a park district.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Conducts the daily business of a park to facilitate the processes required to maintain consistent and effective customer services.
 - a. Manages park reservations by printing and distributing daily rosters and resolving scheduling conflicts.
 - b. Coordinates group camping requests by providing forms and information on procedures, assigning camp sites, notifying the reservation system, and providing special services and supplies as requested.
 - c. Distributes permits and licenses and orders more from the licensing office as needed.
 - d. Collects fees from seasonal staff, audits their books and fees and deposits money.
 - e. Orders supplies and materials, prepares requisitions and prepares vouchers to pay the bills.
 - f. Collects statistics on visitation, campground use, and traffic; and compiles monthly reports for the park manager.
 - g. Collects statistics on seasonal labor, supplies and materials, contractual services, capital assets, etc., to assist in budget development.
 - h. Recommends revisions to park procedures and operations.
 - i. Orders and stores signs.

2. Functions as a lead worker over seasonal crews by providing training in job skills and safety, and scheduling and directing their work; and performs the work to maintain park facilities and procedures.
 - a. Coordinates the seasonal hiring process by setting up and assisting with interviews, collecting appropriate payroll documents and completing paper work.
 - b. Conducts orientation for seasonal employees, volunteers and correctional employees.
 - c. Schedules, oversees and performs daily activities of maintenance, grounds-keeping, fee collection, camper registration, information and interpretive programming.
 - d. Reviews seasonal employees' time sheets for correct coding and hours.
3. Oversees and performs the work to maintain park facilities and equipment to ensure continuity and consistency of park services.
 - a. Performs structural remodeling and repairs, paints, plumbs, does electrical repairs, or contacts qualified service vendors to do the work.
 - b. Participates in conducting safety inspections.
 - c. Assists with placement and removal of buoys.
 - d. Assists with facility installation and replacement, such as building forms and pouring concrete, site surveying, and site preparation.
 - e. Performs preventive maintenance on equipment and vehicles; repairs equipment as much as possible, or locates a service vendor to get it repaired.
4. Oversees and performs the work to maintain grounds to provide a safe and pleasing environment for park users.
 - a. Mows and trims grass.
 - b. Transplants trees and shrubs.
 - c. Plants grass.
 - d. Trims and prunes trees.
 - e. Routs stumps.
5. Participates in public relations efforts by presenting programs to area groups, working at sport shows, and preparing handouts and brochures to promote the park and the division.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Regional Park Supervisor, District Park Supervisor, or a Division Staff Specialist. Does not supervise but functions as a crew leader.

E. Challenges and Problems:

Challenged to implement an aggressive training program for seasonal employees in order to have them prepared for their job responsibilities by the opening of the park season. This is difficult because recruitment has become more difficult due to low applicant numbers, the interview process is time-consuming, applicants have to be matched up to available jobs, and many applicants are still in school, so time is limited. Further challenged to track licenses and revenue. This is challenging because the parks are busy, there are many outlying areas where revenue is generated, the auditing process consumes a lot of time, and deadlines have to be met.

Problems include providing leadership to employees who are working a variety of shifts; making sure vouchers are correctly coded and all accounted for; resolving conflicts among park users; and getting reports done on time during the park season.

F. Decision-making Authority:

Decisions include the priority of assigned tasks; work assignments, priority, and schedules of assigned employees; assignment of camping spaces for large groups; how to most efficiently track visitation statistics; how to respond to public requests and complaints; content of presentations; which products to order, which vendors to buy from, and the quantities needed; appropriate coding for vouchers; recommendations for seasonal hires; training needs and techniques; future development; and changes in procedures.

Decisions referred include priority of district needs; responses to requests for use of the park that are out of the ordinary, such as fishing tournaments, snowmobile races, etc.; how to respond to sensitive issues; and final approval of budget requests, seasonal hires, rule and procedural changes, and disciplinary actions.

G. Contact with Others:

Daily contact with other staff to coordinate work efforts and provide work direction; and with the public to facilitate their camping experience, provide information on park facilities, and solve conflicts.

H. Working Conditions:

Duties involve working in a typical office environment; and working outdoors in all types of weather and conditions; exposure to equipment with blades, power takeoffs and other moving parts; contact with hazardous materials such as weed spray, sewer fumes, and petroleum products; working in the water and on slippery docks; heavy lifting and hard, manual labor such as cutting trees, splitting logs, and stacking firewood; and working around unpleasant conditions such as emptying fish-cleaning stations and septic tanks.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- bookkeeping, office procedures, purchasing and inventory procedures, voucher processing, and other fiscal operating procedures;
- basic techniques of interviewing and orientation as they apply to seasonal staff, volunteers, and trustees;
- basic landscaping sufficient to maintain grounds, trim and plant trees and shrubs, and use and maintain lawn care equipment;
- weed control methods, chemicals, and spraying equipment.

Ability to:

- communicate effectively with park users, coworkers, and the general public;
- provide on-the-job training to seasonal and volunteer employees and trustees who may have diverse skill levels;
- work outdoors in all kinds of weather;
- lift heavy items routinely;
- operate, maintain and repair a wide variety of equipment and hand tools;
- perform a variety of building maintenance and custodial work such as replacing faucets and similar plumbing fixtures, replacing light fixtures, painting, cleaning, etc.;
- develop and make presentations as they relate to natural resources and park management.