

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: District Park Supervisor

Class Code: 90523

Pay Grade: GJ

A. Purpose:

Manages a state park district that may be comprised of developed parks, recreation areas, lakeside use areas, trail systems, and historical and natural areas by performing administrative tasks to develop and support the district, providing oversight of district operation and maintenance efforts, and fostering recreational activities that are compatible with the resources.

B. Distinguishing Feature:

District Park Supervisors manage the operations of an assigned park district within a park region.

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

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. Performs administrative tasks to ensure the district is fiscally sound, public and staff safety is a priority throughout the district, work is accomplished on time, and public relations are maintained.
 - a. Plans park development and maintenance projects by compiling input from district staff, developing cost estimates and preliminary plans and determining feasibility and priority.
 - b. Develops the district budget by compiling pertinent data from staff, determining priorities, and submitting and justifying requests to the Regional Park Supervisor.
 - c. Implements risk management practices by ensuring that all staff are trained in safety practices, the public is informed of applicable rules governing their safety, safety inspections of district facilities are conducted on a routine basis, and corrective actions have been accomplished.
 - d. Ensures accountability of district revenue practices by overseeing permit distribution, fee collection, deposits and audits; and reviewing monthly revenue reports compiled by staff for compliance, correctness and trends.
 - e. Conducts the business of the park district by overseeing purchases and budget expenditures, ensuring bills are paid in a timely manner, negotiating contracts for local services, negotiating leases, reviewing time sheets for correct coding, and compiling reports of district statistics and activities.
 - f. Coordinates implementation of the computerized central reservation system for campgrounds within the park district, generates and troubleshoots reservation system reports, and performs campground management activities.

2. Sets operating standards and allocates funds for maintenance and operations to ensure district facilities are managed and maintained.
 - a. Ensures that an inventory of materials and supplies has been compiled and is on hand for each park season.
 - b. Plans and supervises building and campground repairs.
 - c. Ensures that water and waste disposal systems are maintained according to health and environmental standards.
 - d. Sets and monitors standards for cleaning and maintaining buildings, and maintaining grounds and campgrounds.
 - e. Oversees equipment management by reviewing equipment and vehicle reports, compiling specifications, reviewing and authorizing purchases of parts and repair work, and requesting capital asset purchases.
 - f. Allocates funds for purchasing material for road and parking lot repairs, and coordinates manpower and equipment to do the work.
 - g. Ensures that water samples are taken from potable water systems and water at swimming beaches and that appropriate follow-up actions are taken for negative responses, e.g., continued sampling, and posting signs that indicate unsafe drinking water or restricted swimming.
 - h. Monitors the impact of fluctuating water on docks and boat ramps, and ensures ramps are properly prepared for winter.
3. Manages natural resources to enhance and improve them, and preserve them from overuse and the environment.
 - a. Monitors erosion and plans repairs.
 - b. Develops and implements landscaping plans and designs.
 - c. Implements vegetative restoration practices, e.g., controlled burns and native grass seeding.
 - d. Develops trails to ensure harmony with existing natural resources while providing recreational opportunity and public safety.
 - e. Develops plans for planting trees for ornamental purposes, to screen unattractive views, and in shelter belts; and maintains tree nurseries.
 - f. Provides technical expertise in turf management.
 - g. Manages a weed control program; authorizes purchases of pesticides and monitors handling, disposal, and storage; and ensures pesticide handlers are properly certified.
 - h. Ensures hazardous trees are removed and disposed of appropriately.
 - i. Coordinates special projects involving large numbers of people to minimize impact to natural resources.
4. Develops, promotes and monitors the recreational resources of the park district to ensure maximum recreational opportunities and awareness of those opportunities; and to foster public safety.
 - a. Manages the district law enforcement program by evaluating district needs and trends and planning with rangers to concentrate law enforcement efforts in those areas; and interpreting and implementing administrative rules.
 - i. Oversees training and scheduling of rangers.
 - ii. Oversees coordination of law enforcement with employees of other divisions.
 - iii. Coordinates information and education efforts regarding laws, rules, and regulations.
 - iv. Facilitates cooperation with other law enforcement agencies.
 - b. Directs the development and implementation of interpretive programming.
 - c. Coordinates special events by working with citizen committees and other local agencies, ensuring appropriate permits are issued and insurance requirements are met, and facilities and services are adequate and available.

- d. Monitors services provided by concessionaires and vendors to ensure maximum public service, compliance with division rules and regulations, and appropriate use of natural resources.
 - i. Negotiates and monitors agreements and contracts.
 - ii. Coordinates with local vendors to sell park licenses.
 - e. Participates with other agencies and communities in recreational promotional efforts.
 - f. Writes newspaper and magazine articles, speaks at community and school groups, participates in sport shows, etc., to promote the park district and division missions.
 - g. Speaks for the district in handling public relations issues and complaints.
5. Supervises subordinate staff to ensure the goals and objectives of the work unit are met.
- a. Interviews and selects staff.
 - b. Provides training and work direction.
 - c. Approves leave and overtime requests.
 - d. Addresses staff problems and recommends disciplinary actions.
 - e. Conducts performance appraisals and completes performance documents.
 - f. Directs seasonal hiring practices for the district and ensures seasonal staff are properly trained in safety practices, park policies and procedures, customer service, and job skills.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Regional Park Supervisor. Supervises Park Managers, Assistant Park Managers, GF&P Law Enforcement Officers, Naturalists, Conservation Foremen, Conservation Technicians and clerical staff.

E. Challenges and Problems:

Challenged to maintain facilities and services and to develop new and expanded facilities and services with existing staff and money, often over a wide geographical area and with increased demographic impact. Further challenged to resolve conflicts with a diversity of people and agencies and achieve a positive result for all, such as bordering landowners, other agencies who are involved with or own lands included in the district, the recreating public, and special interest groups. This is challenging because philosophies differ and are often not compatible with each other or with division policies. An additional challenge is the need to ensure that district facilities and grounds are reviewed constantly for any hazards that may put the public at risk, and that the hazards are eliminated. This is difficult because it includes not only man-made facilities but natural areas as well.

Problems include securing, training, scheduling, and retaining seasonal and inmate staff; supervising employees at remote sites by telephone; scheduling staff for most effective customer service, e.g., during high use times, without implementing overtime; scheduling and incorporating additional labor hours for special projects into an already complex schedule; finding adequate time for natural resource management; protecting and restoring historic sites and resources; ensuring revenue procedures are followed when all staff participate in fee collection; maintaining remote areas which are often subject to vandalism; scheduling and transporting equipment to outlying locations, incorporating as much work as possible along the way to save man hours and travel time; monitoring project contractors for compliance with specifications, timelines, and safety practices; defusing negative media reports; and scheduling special events to coincide positively with other users of district facilities.

F. Decision-making Authority:

Decisions include work priorities, staff schedules, and overtime needs; approval of maintenance and operations expenditures and budgeted expenditures; the priority of proposed development and deferred maintenance projects and whether they are feasible and cost-effective; standard operating procedures for the district; the direction of district programs; supply needs; whether to repair or replace equipment; equipment specifications; whether contractors are in compliance with project plans; the content of contracts, leases, and agreements; the content of articles and presentations; recommendations for permanent and seasonal hires; development and deferred maintenance projects; district budget amounts and priorities; and disciplinary actions.

Decisions referred include approval of development and deferred maintenance projects and any projects that impact other agencies; approval of budget requests and unbudgeted expenditures; capital asset allocations; interpretation of policies; approval of changes in rules, regulations, and policies; resolution of employee performance issues; and responses to controversial issues.

G. Contact with Others:

Daily contact with the public to provide information and resolve conflicts; and with contractors and vendors regarding projects and supplies; weekly contact with other division and department staff to coordinate work and share information; with other agencies and landowners to coordinate land use and development; with concessionaires and business owners to provide interpretation of policies and procedures, provide services, and resolve problems; and with Fleet and Travel Management regarding vehicle maintenance and repair; monthly contact with other state agencies to coordinate promotional efforts; with the media to provide park information and promote facilities; and with special interest groups such as snowmobile clubs, riding clubs, etc., to participate in their planning efforts and provide direction and procedural information.

H. Working Conditions:

The District Park Supervisor works in a typical office environment, and outdoors in a variety of weather conditions; works on water and ice; is exposed to hazardous materials and conditions; routinely works long hours; and resolves conflicts with the public.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- park and recreation resource management including methods of developing, preserving, and enhancing natural resources;
- federal and state laws and regulations pertaining to park operations, conservation of natural resources, risk management, and boating safety.
- state statutes regarding criminal and conservation law enforcement;
- personnel management sufficient to supervise employees of varying skill levels;
- fiscal management practices and procedures sufficient to prepare a district-wide budget, evaluate and prioritize projects, and allocate funds and monitor expenditures;
- interpretive and educational programming;
- principles of effective human relations and dealing with the public.

Ability to:

- visualize and project district needs, evaluate and prioritize projects, and equitably distribute available resources;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- communicate information clearly and concisely and develop ideas in a logical sequence;
- prepare promotional presentations as they relate to park programs.