



## CLASS SPECIFICATION

Class Code: 60016130  
Date Established: 07/2007  
Last Reviewed: 08/2023  
Last Revised: 08/2023  
Last Title Change:  
FLSA: exempt  
Probation: 12 months

### DISTRICT PARK MANAGER

#### **DEFINITION**

Under direction, manages and supervises the operations of a group of County parks, open space areas and special use facilities in a designated District(s); directs, manages, and supervises maintenance activities, park protection services, recreation programming and project implementation; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in park management, recreation management, natural resource management, forestry, or a closely related field and three years of full-time experience in park operation and maintenance to include one year in a supervisory capacity; OR an equivalent combination of related education and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at the time of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Manage the operations and functions of a Park District(s) within the Washoe County Park System including park maintenance, recreation services, park ranger services and other park related services; coordinate all resources involved with the maintenance and operation of all facilities within the geographic area.

Develop, implement and evaluate procedures regulating the security, safety, care, maintenance and natural resource management of a group of Washoe County parks/open space and recreation facilities including neighborhood parks, regional parks, trailheads/trails, open space and special facilities within the District(s).

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Respond to inquiries and concerns from the other departments and the public; resolve service problems and make presentations before various Boards and Commissions or other organizations when necessary.

Submit projections for service levels, staffing needs and other requirements, including justifications, for inclusion in the department budget.

Monitor the budget for an assigned District(s), approve expenditures, monitor expenses, and collect program fees, ensuring that budget allocations are not exceeded.

Establish and maintain a master calendar of events and group activities scheduled for each site in the District(s), ensuring that adequate staffing and control is maintained.

Provide information and recommendations to park planners about the design of facilities, traffic flow and circulation, fire and safety trails and retrofits of existing facilities to assist with the short and long range park planning process.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Operations, policies, and procedures for the department.

Division, department, and County personnel policies.

Organizational structure and functions of Washoe County.

Contract administration.

Budget development and fiscal control.

Purchasing methods and procedures.

### **Ability to:**

Plan, coordinate and direct the functions and operations of a Park District(s) to accomplish established goals and objectives and optimize efficiency.

Gain credibility among constituents and coworkers as a trusted, credible representative of Washoe County.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

### **Knowledge of:**

Principles and techniques employed in park maintenance, park operations, and recreation management.

Principles and practices of supervision including motivating and coaching employees, training, performance management, and progressive discipline.

Regional history, natural history, flora, fauna, geography, and geology of Washoe County.

Materials, methods and techniques of landscape and facility maintenance.

Safety principles and practices related to park operations, park maintenance and recreation management.

Wildfire prevention techniques.

### **Ability to:**

Effectively supervise, evaluate, and motivate the performance of assigned staff.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Gather necessary data to prepare and/or present comprehensive reports, recommendations, informational material, and miscellaneous correspondence in a clear, concise manner; use correct grammar and word usage to address the desired audience.

Interpret and apply park standards, ordinances, and regulations.

Project costs, staffing levels and materials requirements.

Use good judgment and react quickly, calmly, and appropriately when dealing with potentially hostile or aggressive situations.

Analyze data/information/situations and provide innovative and alternative solutions, anticipate consequences of proposed actions, and make appropriate responses or recommendations.

Act with honesty and integrity; exercise appropriate discretion and maintain confidentiality of information.

Prioritize and organize work to meet schedules and timelines.

Use a personal computer and a variety of software packages.

Communicate effectively: prepare and present clear, concise, and accurate statements; make visual and oral presentations; tailor the message to the intended audience.

Remain polite, tactful, and diplomatic in stressful situations; negotiate conflict and build consensus.

Establish, foster, and maintain effective and collaborative working relationships with those contacted in the course of work including management, department staff, other departments, divisions, outside agencies, and the general public.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to stand for extended periods. Ability to frequently walk, stoop, and kneel. Ability to walk on uneven and slippery surfaces. Ability to tolerate exposure to dust. Ability to operate a variety of maintenance equipment and vehicles. Ability to work outdoors in a variety of temperatures and weather conditions.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*