

DESCRIPTION: Under limited supervision, directs the daily operations and maintenance of a large recreation area, state park, or historical park that provide multiple, diverse visitor services and programming either seasonally or year round. Areas supervised may be a combination of larger scale parks that operate conference facilities, lodging/food service, and natural and cultural management and remote/satellite unstaffed park areas; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third classification level of four in the Game and Parks Superintendent class series. Positions in this class are responsible for the overall management of large state parks and recreation areas that provide multiple, year round visitor services and accommodations such as lodging, conference facility rentals, diverse recreational activities, and food service. Work is performed independently through a hierarchy of Assistant Superintendents and other permanent and seasonal staff.

Positions allocated to the Game and Parks Superintendent I class perform technical work in the maintenance, conservation, and operation of unstaffed parks or recreation areas with less complexity and minimal to no visitor services or accommodations or serve as Assistant Superintendents in larger parks. Positions allocated to the Game and Parks Superintendent II class oversee the maintenance, conservation, and operation of small to medium scale parks or recreation areas with less complexity and minimal visitor services or accommodations or serve as Assistant Superintendents in larger parks. Positions allocated to the Game and Parks Superintendent IV are responsible for regional planning and coordination of a collection of Nebraska State parks, State recreation areas, State historical parks and State trails with a minimum of three or more such areas providing specialized programming, extended season accommodations, and expanded guest services.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

Manages and directs the daily operations of a large scale state park, recreation area or historical park through assigned staff, including preserving, protecting and maintaining facilities and structures, campgrounds, trails, waterways, grounds/landscape, water recreation amenities, and equipment.

Coordinate implementation, scheduling and provide oversight for visitor services, park activities and accommodations to include elements such as; food service, overnight lodging, concessions, special events, water based recreation amenities and access, interpretive programs and diverse recreational opportunities and programs.

Compiles and analyzes data and makes recommendation relating to future park plans, staffing levels, facility utilization, equipment needs/distribution and park rules and regulations. Develops annual and biennial budget requests relevant to park operations. Solicits team input during budget and park planning processes.

Develops, assigns and implements short and long term planning goals for capital construction, park operations, and deferred maintenance. Coordinate those plans with coworkers and supervisors.

Plans, schedules, assigns and manages the work activities of park staff including the coordination of personnel actions related to hiring, disciplinary actions, termination, time reporting, leave requests, work schedules, performance evaluation and accident reports. Assigns general and customer service training.

Manages the park's reservation system and related practices when such service is provided, provides updates for park website and brochures, provides calendar of event information to the Lincoln office.

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Manages, supervises and randomly audits the accounts payable and receivable duties associated with park operations and ensures compliance with policies, regulations and time lines relevant to revenue collection, accounting and timely reporting. Develops cost accounting, expenditure tracking and revenue tracking reports and shares those with staff and supervisors.

Serves as agency/site liaison for park improvement projects, performed under contract or with agency work crews, and for other agency departments, State and federal partners, and private sector partners for information exchanges, land management practices and collaborative work projects. Reports permitting and survey requirements to supervisor and monitors compliance.

Serve as on-site agency representative addressing visitor concerns and issues, partnering with local communities and organizations and coordinating park volunteer programs. Conduct public information exchange opportunities, perform public presentations.

Develops ideas for news releases, marketing and promotional items relevant to park facilities and events and collaborates with appropriate agency staff for coordination and implementation.

Coordinates park security and enforcement, civil defense and fire/emergency procedures in a manner consistent with training, and communicates frequently with agency or local law enforcement officials. Makes regular drive through rounds of park site to monitor for problems/issues and addresses those situations appropriately. Adheres to agency media response protocols and provides media training for staff.

Develops and implements interpretive programs and special events to fulfill agency goals and objectives.

Conduct routine inspections of park grounds, flora and facilities to identify maintenance needs, safety concerns, American's with Disability Act compliance, Nebraska Department of Environmental Quality compliance, and assigns related actions.

Responsible for the drafting of contracts, leases, service agreements, project requisitions, purchase requisitions, grant writing, etc. for the park or as assigned; coordination of documents with supervisors or Lincoln office. Manage contracts and leases to guarantee proper performance. Ensures compliance with purchasing and reporting procedures.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: the principals and techniques of supervision; federal laws and regulations pertaining to park administration; the operation and maintenance of park facilities and equipment; procedures and techniques of maintenance and repair of buildings, facilities and equipment; planning processes; application of statistical records and reports; training methods and procedures; work performance or other standards of development; program analysis/evaluation; agency doctrines and long range planning documents/processes; budgeting, financial planning and cost accounting; policy development; various computer programs that can support assigned duty requirements.

Skill in: communicating with individuals and groups with varying technical backgrounds and skill sets to collect and relay information or make work assignments; listening to and understanding others; prioritizing workloads with proper delegation and assignment of accountability; public speaking and developing presentations; promotion and marketing of activities and events; conflict resolution; staff training.

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Ability to: plan, assign, supervise and evaluate the work of assigned staff and contractors; apply federal and State laws and regulations pertaining to park operations; learn and apply agency rules and regulations; collect data and prepare reports for use in operational decision; interpret, apply and enforce park rules and regulations for visitors and staff; establish and maintain effective working relationships with the public and agency staff; plan and coordinate special events; develop presentations and programs and answer questions regarding park regulations and related topics; demonstrate professionalism; operate basic computer software and hardware.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in park/recreation management or a related field; (wildlife, fisheries, natural resources sciences, public administration, history, cultural resource preservation or interpretation, travel and tourism, and planning) AND at least three years related experience including two years in a supervisory capacity. Related coursework/training and/or experience in park/recreation management or related field may substitute for the Bachelor's degree on a year-for-year basis.

SPECIAL NOTE:

Specific positions in this class may require an employee to possess a valid driver's license or a CDL license, or the ability to provide independent authorized transportation in order to perform work-related travel.

Specific positions in this class may require an employee to complete training or possess special permits, certifications or licenses that allow them to perform their duties safely and professionally or protect the public; or for the purpose to properly manage and provide supervision to staff under their charge for similar assigned duties.

Position in this class may be on-call 24/7 or work outside normal business hours, including designated holidays, to respond to complaints or incidences.

Positions in this class may be required to participate in overnight and extended period travel.

Some positions in this class may be required to reside within assigned housing provided within a park area, and that is fully or partially subsidized.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).