

**DESCRIPTION:** Under general supervision, direct or oversee a particular component or operational department at a large scale park to assist a higher level Superintendent with functions such as grounds and maintenance, housekeeping, visitor activities, specialized recreational activities, and group conference planning. Positions in this class may also oversee the daily operations and maintenance of small and/or medium scale parks or recreation areas. Positions may assist with a variety of functions including budget development, asset management, visitor safety, enforcement activities, and public relations; 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 second classification level of four in the Game and Parks Superintendent class series. Positions in this class are responsible for the successful operation and maintenance of small to medium sized recreation area or state park with limited visitor services and accommodations or a specific operational function at a large state park. Positions at this level make occasional management decisions and occasionally perform independent administrative functions, but more commonly receive assignments for implementing their work or the work of others. Positions may direct and supervise the work of seasonal or permanent maintenance and/or support staff while also performing similar duties. Incumbents may be assigned leadership and skill set development training that allows them to progress into the next higher position of this series or other opportunities.

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 III are responsible for the overall management of large Nebraska state parks and recreation areas that provide multiple, year round visitor services and accommodations such as food service, lodging, concessions and visitor activities. 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.

**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 small to medium scale recreation area or small scale park or historical park including preserving, protecting and maintaining facilities and structures, campgrounds, trails, waterways, grounds/landscape, water recreation amenities, and equipment in a safe and proper operating condition, free from hazards and attractive to visitors.

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.

Assist in the development of annual and biennial budget requests relevant to park operations, short and long range maintenance needs, staffing needs, equipment replacement, capital development, visitor service programs/activities, and special events; coordinates budgetary needs with supervisor.

Assist in developing and implementing short and long term planning goals for capital construction, park operations, and deferred maintenance. Coordinate those plans with coworkers and supervisors.

Compiles and analyzes data and makes recommendation relating to future park plans, staffing levels, facility utilization, equipment needs/distribution and park rules and regulations.

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Plan, schedule, assign and manage the work activities of park staff including the coordination of personnel actions related to hiring, time reporting, leave requests, work schedules, performance evaluation and accident reports. Schedules staff meetings, and assigns safety training.

Manages a reservation system and related practices when such service is provided; provides updates for park website and brochures; provides calendar of event information to the central office.

Oversees and/or performs accounts payable and receivable duties associated with park operations; ensures compliance with policies, regulations and time lines relevant to revenue collection, accounting and reporting. Develops cost accounting, expenditure tracking and revenue tracking reports and shares those with staff and supervisors.

As assigned, serve as agency's point of contact 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/survey requirements to supervisor and monitors compliance.

As assigned, 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.

Ensures compliance with purchasing procedures and required reporting/data collection, vehicle logs, time sheets, purchase card and invoice logs, bid solicitation, record maintenance, report writing.

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 coordinates media training for staff.

As assigned, develops and implements interpretive programs and special events to fulfill agency goals and objectives. Assign cost accounting and final summary report development responsibilities for these events to staff.

Conduct routine inspections of park grounds and facilities for maintenance needs, safety compliance, Americans with Disabilities Act and NDEQ (Nebraska Department of Environmental Quality) compliance, hazard tree program, and playground safety.

As assigned, draft contracts, leases, service agreements, project requisitions, purchase requisitions, or grants. Coordinate documents with supervisors or central office; manage contracts and leases to guarantee proper performance.

As assigned, conduct public information exchange opportunities, perform public presentations, coordinate volunteer opportunities, and assign same responsibilities to subordinate staff.

**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; knowledge of 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.

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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.

Ability to: follow directions and assimilate information; plan, assign, supervise and evaluate the work of supervised 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 decisions; interpret, apply and enforce park rules and regulations for visitors and staff; establish and maintain effective working relationships with the public and agency staff; organize and implement 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 two years related experience including one year in a supervisory or lead worker 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.

Positions in this class may work outside normal business hours, including weekends and 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).