

**DESCRIPTION:** Under administrative direction, serves as an administrative liaison within a defined region for a collection of park areas that may include a combination of State Parks, State Recreation Areas, State Historical Parks and State Trails. Provide regional oversight and coordination for administrative functions, budget development and asset management, master planning, visitor services, programs and events, operations and maintenance, natural and cultural resource management, compliance mandates, visitor protection, enforcement activities and public relations tasks; 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 fourth and final classification level of the Game and Parks Superintendent class series. Positions in this class 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. At this level, work is performed independently through a hierarchy of staff assigned to park locations and allocated to lower levels of this class series and other permanent, professional park staff. Incumbents at this level will already possess or be required to complete leadership and skill set development training that allows them to fulfill their duties.

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 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.

**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.)

Facilitates communication to and between field level staff, other Superintendent IV incumbents and Lincoln based Parks Administration. Coordinates work assignments, equipment sharing, and workforce sharing and regional work collaborations.

Provide general oversight and coordination of overall park operations within a defined region of responsibility, to and through professional staff(s) to include; preserving, protecting, maintaining and developing facilities, grounds and equipment.

Coordinate implementation, scheduling and provide oversight for visitor services and accommodations to include; food service, lodging, concessions and recreation activities and programs.

Provides general oversight and coordination of personnel actions to include; hiring, disciplinary actions, termination, time reporting, labor law compliance, customer service training, general training, leave requests, work schedules, performance evaluation compliance, accident reports.

Provide oversight and ensure compliance with revenue collection, accounting and timely reporting.

Coordinate budget development for park areas within the assigned region and assign cost accounting practices to assigned staff. Solicit team input for park planning, staffing levels, equipment replacement, deferred maintenance, capital development, etc.

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

Identifies and coordinates training opportunities and staff informational meeting for the assigned region.

Coordinate operational seasons, schedules for park activities and special events within assigned region.

Coordinates fire/emergency response planning, media response training.

Assist with developing and coordinating interpretive programs and special events within the assigned region to fulfill current agency objectives. Assign cost accounting and final summary report development responsibilities for these events to staff.

Conduct routine inspections of park grounds and facilities within assigned region to evaluate maintenance needs, safety compliance, American's with Disabilities Act (ADA) and Nebraska Department of Environmental Quality (NDEQ) compliance, hazard tree program, playground safety, etc.

Serves as a point of contact/liason for other agency departments, State and federal partners, and private sector partners for information exchanges, land management practices and collaborative work projects, and federal permit requirements, such as Corps of Engineers 404 permits, Nebraska Environmental Protection Act (NEPA), State Historical Preservation Office (SHPO).

Oversee park improvement projects carried out under contract or with combined agency work teams.

Coordinate the drafting of contracts, leases, service agreements, project requisitions, purchase requisitions, grant writing, etc. for the region and monitor compliance and good performance.

Conduct public information exchange opportunities, perform public presentations, volunteer opportunities, market and promote parks in assigned region and assign same responsibilities to assigned 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.

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; public speaking and developing presentations; promotion and marketing of activities and events; conflict resolution; staff training.

Ability to: 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 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 five years related experience including three 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 a specified region, or within assigned housing provided within a park area, 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).