

Click one of these links to see the Job Description for that class:

Code	Title
E43211	Game and Parks Superintendent I
E43212	Game and Parks Superintendent II
V43213	Game and Parks Superintendent III
V43214	Game and Parks Superintendent IV

Game and Parks Superintendent Series

E43211-V43214

DESCRIPTION OF OCCUPATIONAL WORK

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 limited visitor services and accommodations through the supervision of permanent and seasonal maintenance and office/clerical staff or serve as Assistant Superintendents in larger parks; this level has greater latitude in performing administrative functions than the Superintendent I. 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.

Game and Parks Superintendent I

E43211

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

Under general supervision, performs technical work associated with park operations to assist a higher-level Superintendent. Functions may include grounds and maintenance, housekeeping, visitor activities, overnight lodging accommodations or campgrounds, specialized recreational activities, group conference planning, or interpretive programming. Assignments provide learning opportunities to gain the knowledge and skills to perform more advanced park management functions. May be assigned seasonal management responsibilities for "satellite/remote or unstaffed" park areas or trails or assist higher level Superintendents within a larger State Park or recreation area with a specific operational function; performs related work as assigned.

This is the entry level classification of the Game and Parks Superintendent class series. Positions in this class may be responsible for the operation of unstaffed parks or recreation areas with less complexity and minimal to no visitor services and accommodations or assist higher level Superintendents within a larger State Park or recreation area. Positions perform more routine technical support work and may be assigned limited administrative tasks through periodic consultation with a supervisor. Positions at this level may perform work through direction of seasonal maintenance and/or support staff.

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

Oversee the daily operations of satellite/remote or unstaffed park areas or a particular component or operational department of a large scale, multi-service park operation. Functions may include 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.

Performs operating tasks such as data collection and reporting, assisting in budget preparation and monitoring expenditure, purchasing supplies and equipment and supervising a group of technical seasonal staff including hiring, training and assigning work.

Oversee and participate in the maintenance, construction and repair of buildings, machinery, equipment, roads, beaches, boat ramps, utilities, etc. associated with assigned park area or functional component of a larger park; conduct accurate inventory of buildings and equipment.

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

As assigned, perform accounts payable and receivable duties associated with park operations, and develop cost accounting, expenditure tracking and revenue tracking reports for assigned duties or events/programs and share those with 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, and report permitting/survey requirements to supervisor.

Conduct routine inspections of park grounds and facilities for maintenance, housekeeping and custodial needs, safety compliance, Americans with Disabilities Act and Nebraska Department of Environmental Quality compliance, hazard tree program, playground safety, etc. and notify supervisor of any concerns.

As assigned, serve as on-site agency representative addressing visitor concerns and issues, partnering with local communities and organizations and leading park volunteer programs. Promotes activities and sites of an assigned recreation area or park through public speaking and general public contact. Speaks before interested groups on the value of wildlife, parks and the programs of the agency.

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

Knowledge of: the operation and maintenance of park facilities and equipment; procedures and techniques of maintenance and repair of buildings, facilities and equipment; 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; conflict resolution; staff training.

Ability to: follow directions and assimilate information; assign and coordinate the work of staff; learn and 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; operate and repair vehicles, tools and other equipment necessary for park operations and maintenance; enforce park rules and regulations for visitors and staff; establish and maintain effective working relationships with the public and agency staff; develop presentations for the public 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.)

Two years of coursework in an institution of higher education AND one year of related experience. Experience (paid or volunteer) in park management or related field may be substituted for education on a year for year basis. Other related fields may include (but not limited to) the following: wildlife, fisheries, natural resource management, environmental science, public relations, tourism/hospitality, business or public administration, education/interpretation, history, cultural resource management, recreation, retail management, criminal justice, and horticulture.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

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Game and Parks Superintendent II

E43212

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

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.

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.

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

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 assign 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.

Oversee and/or performs accounts payable and receivable duties associated with park operations; ensures compliance with policies, regulations and timelines 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 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 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.)

An associate's degree (park management or related field preferred) AND two years of related experience including 1 year in a supervisory or lead worker capacity. Experience in park management or related field may be substituted for education on a year for year basis. Other related fields may include (but not limited to) the following: Park, wildlife, fisheries, or natural resource management, environmental science, public relations, tourism/hospitality, restaurant management, business or public administration, education/interpretation, history, cultural resource management, recreation, retail management, criminal justice, and horticulture.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

Game and Parks Superintendent III

V43213

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

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.

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.

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

Manages, supervises and randomly audits the accounts payable and receivable duties associated with park operations and ensures compliance with policies, regulations and timelines 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, Americans 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 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.

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.)

A bachelor's degree in park management or related field preferred AND three years of related experience including 2 years in a supervisory capacity. Experience in park management or related field may be substituted for education on a year for year basis. Other related fields may include (but not limited to) the following: Park, wildlife, fisheries, or natural resource management, environmental science, public relations, tourism/hospitality, restaurant management, business or public administration, education/interpretation, history, cultural resource management, recreation, retail management, criminal justice, and horticulture.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

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Game and Parks Superintendent IV

V43214

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

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.

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.

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

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, Americans with Disabilities Act (ADA) and Nebraska Department of Environmental Quality (NDEQ) compliance, hazard tree program, playground safety, etc.

Serves as a point of contact/liaison 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: \(These are needed to perform the work assigned.\)](#)

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.)

A bachelor's degree in park management or related field preferred AND four years of related experience including 3 years in a supervisory capacity. Experience in park management or related field may be substituted for education on a year for year basis. Other related fields may include (but not limited to) the following: Park, wildlife, fisheries, or natural resource management, environmental science, public relations, tourism/hospitality, restaurant management, business or public administration, education/interpretation, history, cultural resource management, recreation, retail management, criminal justice, and horticulture.

[LEGAL REQUIREMENTS:](#) (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

N/A

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[SPECIAL NOTES APPLICABLE TO ALL LEVELS:](#)

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).

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.

[Established: 08/76](#)

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
Last revised 01/2016	Moved to new format	12/2024
Description of occupational work	Added description of occupational work section	12/2024
Minimum Qualifications	Updated minimum qualifications for all four levels	03/2026