



**COUNTY OF INYO
DIVISION OF PARKS AND RECREATION**

Park and Recreation Field Operation Supervisor

Definition:

Under general direction of the Director of Parks and Recreation, manages park and campground operations, supervises Park Rangers and Seasonal Aides, coordinates with Park Rangers on park and campground maintenance and improvements, assists in the preparation and control of the Division's budget, may act on behalf of the Director of Parks and Recreation in his/her absence, and performs related duties as required.

Essential Job Functions:

This single position class reports directly to the Director of Parks and Recreation. This position acts as a manager and is responsible for maintenance and improvements of operation activities of the County parks and campgrounds. Other duties of this position may include, but are not limited to, budget preparation, personnel management, and establishment of policies and procedures for park operations.

Typical Duties:

Visits sites on a regular basis, providing guidance and directing the daily work activities of the Park Rangers, prepares performance evaluations, consults and advises the Director on personnel matters.

Assists in the preparation of the Division's Annual Budget, which includes assembling data on services and supplies, fixed assets, capital projects, and monitors and controls expenditures.

Assists in the preparation of specifications and contracts, which relate to present and future development, construction, maintenance, sanitation, and related needs within Park operations.

Assists in the coordination of development, construction and improvement projects within County parks and campgrounds, determines the priority and schedule for such work, visually inspects major projects in progress to insure adequacy and compliance with standards and specifications.

Coordinates work to be performed within County parks and campgrounds with contractors, work crews, vendors, County departments and other public agencies.

Resolves complaints from the public and mediates complaints with Park personnel.

May act for Director in his/her absence. May make presentations to hearing bodies, community groups, and the general public.

Employment Standards:

Experience

Any combination of training and experience, which directly relates to the skills discussed above in the typical duties and in the knowledge and abilities discussed below.

Normally, four years of experience in supervision of personnel and four years of experience in project development and construction. Graduation from an accredited college or university with a Bachelor's Degree.

Knowledge

General principles of park management and design such as fee collection project coordination, equipment placement and construction such as food courts, gazebos, playground equipment and tables.

Thorough knowledge of County Park rules, regulations, laws and ordinances.

Thorough knowledge of modern personnel and financial administration, and management practices and procedures.

Working knowledge of public purchasing and requisition practices and procedures.

Ability to determine work priorities and effectively coordinate and schedule the necessary personnel and equipment.

Ability to operate construction equipment such as a backhoe, front-end loader, dump truck and a variety of power tools.

Ability to deal effectively and tactfully with the public, County employees and private businesses.

Ability to effectively train, manage, coordinate and direct the activities of subordinate personnel.

Ability to develop and update County park rules and regulations, and employee training and performance evaluation programs.

Ability to speak clearly and concisely before groups and audiences.

Ability to prepare written reports.

Ability to read and interpret illustrative construction and design drawings.

Ability to detect safety hazards and to recommend corrective action.