GENERAL DESCRIPTION

Performs advanced (senior-level) operations work in a state park. Work involves coordinating park administration and operations, including visitor assistance and maintenance and preservation of park resources. May supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides visitor services by explaining park regulations; registering campers; responding to questions and requests; and selling tickets, permits, and licenses.

Coordinates cultural and natural resource stewardship activities and ensures the preservation of park resources.

Coordinates and conducts interpretive and educational programs and organizes special events on site.

Coordinates guided tours on scientific, historic, and natural features of parks, forests, historic sites, or other park attractions.

Coordinates programs to promote volunteer development, community outreach, and interaction with support groups and other park constituents.

Collects park revenues, reviews documented transactions, maintains financial records, and prepares reports on park activities.

Performs general-to-specialized maintenance and cleaning of park grounds and facilities.

Performs plant and animal analysis.

Provides assistance in emergency situations, including visitor injuries, rescues, and fires.

May supervise the work of others.

Performs related work as assigned.
GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in park or historic site operations work. Graduation from an accredited four-year college or university with major coursework in park administration, recreation and parks, natural or cultural resource management or interpretation, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles of park administration, of the fundamentals of natural and cultural resource management, of methods of interpretation and education, and of standard financial and business management principles.

Skill in managing diverse groups, in facilitating meetings, in making public presentations, in general maintenance techniques, and in the use of a computer and applicable software.

Ability to manage operations at multiple sites, to manage multiple priorities, to prepare budgets, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification or licensure in a specialty area.

May require a valid driver's license.