



# Assistant Park/Historic Site Superintendent

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT I	2692	B19	\$45,244 - \$72,408
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT II	2694	B20	\$48,158 - \$77,477
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT III	2696	B21	\$51,278 - \$82,901
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT IV	2698	B22	\$54,614 - \$88,703

## GENERAL DESCRIPTION

Performs assistant park/historic site management work involving assisting in overseeing park/historic site operations, facility maintenance, and budgets; supervising staff and volunteers; ensuring compliance with natural and cultural resource management policies and goals; and coordinating outreach and safety programs.

## EXAMPLES OF WORK PERFORMED

Assists in the oversight of the financial, operational, and administrative functions of a state park/historic site.

Assists in the oversight of park/historic site operations, the coordination of cultural and natural resource stewardship activities, the monitoring of park/historic site usage, and the protection and preservation of park/historic site resources.

Assists in the oversight of the recruitment, hiring, performance management, supervision, training, and development of staff and volunteers.

Assists in the oversight of educational and interpretive programs and the organization of special events and programs.

Assists in the oversight of maintenance work and inspection of general facilities, visitor facilities, and other park/historic site property.

Assists in the oversight of emergency services and search and rescue operations with staff, law enforcement entities, and other agencies.

Assists in establishing professional relationships and promoting community outreach programs with local, county, and state government officials; volunteers; support groups; and park/historic site constituents.

Assists in the preparation, monitoring, and/or management of park/historic site budgets, revenue collection, and accounting functions; the establishment and review of fee structures; and the oversight of loss prevention and risk assessment programs.

Assists in the planning and coordinating of training on emergency responses, public safety, and general park/historic site assistance programs.

Assists in overseeing park/historic site store operations and leased concession management.

Assists in overseeing capital improvement programs on projects with other entities and state agencies and for park/historic site maintenance or conservation projects.

Supervises the work of others.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**Note:** *Employees in this job classification series may independently perform the full range of work listed in the examples and may coordinate, oversee, or direct that work or similar work of others. Factors that may distinguish between the levels include the size of the park/historic site being managed; park/historic site facilities; natural, cultural, or historical significance of the park/historic site; number of employees supervised; complexity of work; and size of the park/historic site budget.*

**ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT I:** Performs moderately complex (journey-level) assistant park/historic site management work. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

**ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT II:** Performs complex (journey-level) assistant park/historic site management work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

**ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT III:** Performs highly complex (senior-level) assistant park/historic site management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

**ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT IV:** Performs advanced (senior-level) assistant park/historic site management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in park/historic site management work, which may include cultural resources or museums. Graduation from an accredited four-year college or university with major coursework in park/historic site administration, natural or cultural resource management or interpretation, history, museum science, or a related field is generally preferred. Experience and education may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of park/historic site administration and operations, natural and cultural resource management, maintenance management, and human resources management.
- Skill in administration of business operations and facilities, and oversight of equipment usage, and ground repairs and techniques.
- Ability to manage financial systems, to account for budgets, purchasing, revenue collection, inventory, and property; and to supervise the work of others.

## **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require registration, certification, or licensure in a specialty area.

May require certification as a Texas peace officer by the Texas Commission on Law Enforcement.

May require a valid driver's license.