



PARK MANAGER 1
PARK MANAGER 2
PARK MANAGER 3

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SERIES CONCEPT

Park Managers supervise permanent, seasonal, temporary and volunteer employees in the protection, maintenance, operation and repair of state park lands, natural and cultural resources, structures, facilities, equipment and systems. All of the positions in this classification are excluded from the bargaining unit.

DISTINGUISHING FEATURES

The **Park Manager 1** manages a simple park management unit. This level is designed to provide park management experience in order to gain skills needed to advance to more complex park units. The majority of the work is performed in the field and is supervised by a Park District Manager who has frequent contact with the Park Manager 1.

The **Park Manager 2** manages the maintenance and operations of a moderately complex park unit. The Park Manager 2 position is distinguished from the Park Manager 1 position by the amount of park and recreation maintenance, operation and management experience required, as based upon the size and complexity of the facilities and programs within a particular management unit. These units will have some of the features present in a management level 3 unit, but lack the overall complexity of such units. For example, a management level 2 unit might have multiple properties, but have relatively small total acreage; it might have municipal water and sewer systems; the campground might not offer varied camping experiences; it might not have Friends or Adopt-a-park groups, or intergovernmental or interagency agreements, public agreements or concessionaire contracts.

The **Park Manager 3** is responsible for the maintenance and operations of the most complex state park management units through a subordinate manager. The Park Manager 3 position is distinguished from the Park Manager 1 and 2 positions by the amount of park and recreation specific skills and knowledge required to perform the duties and responsibilities of the position. This required skill and knowledge level is based upon the size and complexity of the facilities and programs within the particular management unit. These management level 3 units have all or most of the following features: multiple properties, large acreage, extraordinarily high levels of both overnight and day visitor attendance, water and sewage treatment facilities requiring state licensed operators, large campgrounds with a variety of camping options, archaeological sites and/or structures listed on the National Register of Historic Places, plant and animal species listed as Threatened and Endangered, large operating budget and revenue, several employee reporting stations, large numbers of year-round and seasonal employees, large numbers of park hosts, Friends or Adopt-a-park groups, several intergovernmental or interagency agreements, public agreements or concessionaire contracts and year-round visitor centers. The Park Manager 3 is further distinguished from the other levels in this series by significantly less participation in field maintenance and operations tasks.

MINIMUM QUALIFICATIONS & SKILLS

Park Manager 1: Two years of lead work experience in park operations and maintenance.

- OR -

An Associate's degree in Park and Recreation Administration or Natural Resource Management or Environmental Studies and 6 months of lead work experience in park operations and maintenance.

NOTE: A higher level degree may substitute for the Associate's degree. There is no substitute for the 6 months experience.

SKILL:

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- Skill in determining the methods, means and personnel by which park operations are to be conducted.
- Skill in assigning work to be done.
- Skill in evaluating the quality and quantity of park maintenance and operations work performed by direct report personnel.
- Skill in evaluating the effectiveness of plans and activities and in recommending changes for improvement.
- Skill in communicating effectively with the general public, media, agency and local government officials.
- Skill in preparing position description documents.
- Skill in working within collective bargaining agreements.
- Skill in preparing small biennial management unit budget and operating within budgetary limits.

Licenses and Certifications: Oregon Driver's License, Standard First Aid and CPR and OPRD Enforcement Officer Certifications are required. Oregon Commercial Driver's License, Oregon Water Treatment and Distribution, Oregon Wastewater Collection and Treatment, Oregon Pesticide Applicator, OPRD Chainsaw Operator certifications may be required.

Park Manager 2: A Bachelor's degree in Park and Recreation Administration, Natural Resource Management, Environmental Studies or a related field and 1 year of experience as a Park Manager or equivalent natural resource manager;

- OR -

Four years of experience as a Park Manager or equivalent natural resource manager.

SKILL:

- Skill in determining the methods, means and personnel by which park operations are to be conducted.
- Skill in assigning work to be done.
- Skill in evaluating the quality and quantity of work performed by direct report personnel.
- Skill in evaluating the effectiveness of plans and activities and in recommending changes for improvement.
- Skill in communicating effectively with the general public, media, agency and local government officials.
- Skill in developing and maintaining positive working relations with neighboring property owners and mid-level agency representatives.
- Skill in preparing position description documents.
- Skill in working within collective bargaining agreements.
- Skill in preparing moderately-sized biennial management unit budget and operating within budgetary limits.

Licenses and Certifications: Oregon Driver's License, Standard First Aid and CPR and OPRD Enforcement Officer Certifications are required.

Park Manager 3: A Bachelor's degree in Park and Recreation Administration, Natural Resource Management, Environmental Studies or a related field and 3 years of experience as a Park Manager or equivalent natural resource manager;

- OR -

Six years of progressively responsible experience as a Park Manager or equivalent natural resource manager

SKILL:

- Skill in determining the methods, means and personnel by which park operations are to be conducted in very large, complex or numerous OPRD properties.
- Skill in assigning work to be done.
- Skill in evaluating the quality and quantity of work performed by direct report personnel.

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- Skill in evaluating the effectiveness of plans and activities and in recommending changes for improvement.
- Skill in communicating effectively with the general public, media, agency and local government officials.
- Skill in developing and maintaining positive working relations with neighboring property owners and mid-level agency and local government representatives.
- Skill in preparing position description documents.
- Skill in working within collective bargaining agreements.
- Skill in preparing large biennial management unit budget and operating within budgetary limits.

Licenses and Certifications: Oregon Driver's License, Standard First Aid and CPR and OPRD Enforcement Officer Certifications are required.

DISTINGUISHING FEATURES FROM SIMILAR SERIES

Park District Manager

The Park District Manager is a position which directly supervises Park Managers. It is distinguished from the Park Manager by having multiple managers as direct reports, complex budgetary responsibility, large geographic area, frequent travel which may include overnight stays, increased frequency and higher level of interagency and local government contacts, and responsibility for long-range Facility Investment Program planning.

Park Ranger Supervisor

The Park Ranger Supervisor is a year-round position in state Management Service that provides day-to-day supervision for Park Rangers and Park Ranger Assistants by determining the means, methods and personnel by which work is to be accomplished. The Park Ranger Supervisor assigns and reassigns work to Park Rangers as needed; insures that Park Rangers have the required material, equipment and staff available to accomplish their work; provides performance feedback to Park Rangers during a project and upon the project completion to insure that the standards of quality and quantity are met; and prepares the annual performance evaluations for Park Rangers. The work of the Park Ranger Supervisor is distinguished from the work of a Park Manager by the lack of responsibility for park management unit budget preparation and for short and long-range park maintenance, operation and capital improvement planning. The purpose of the Park Ranger Supervisor classification is to provide supervisory experience in order to gain the skills needed to advance to the Park Manager series.

Park Ranger

The Park Ranger is a position which performs the full range of tasks required to operate and maintain OPRD properties and facilities. It is a classified position, supervised by a Park Ranger Supervisor or Park Manager. The Park Ranger is distinguished from the Park Manager by the absence of management responsibility, including park management unit budgets; the hiring, firing, and evaluating of employees; determining the method, means and personnel by which park operations are to be conducted; and the preparation of administrative reports.

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STATE OF OREGON
Dept. of Administrative Services
Human Resource Services Division