

## **PARKS & CONSERVATION RESOURCES SERVICES MANAGER**

<b>Job Code</b>	<b>Pay Grade</b>
<b>14958</b>	<b>SM6</b>

### **Nature of Work**

This is highly responsible management, administrative, and supervisory work assisting a departmental director in planning and directing complex departmental support services and operations. Responsibility entails managing technical, supervisory, and clerical/accounting personnel engaged in various support activities. An employee in this classification relieves the department head of designated administrative details by managing personnel administration, departmental service programs and conducting special studies. Work includes planning, directing and reviewing the work of personnel engaged in customer service, information systems planning, and related administrative departmental operations. This position requires a thorough working knowledge of departmental programs, procedures and policies and entails the exercise of extensive initiative and independent judgment. Work is performed under the general supervision of the director, but considerable independent judgment is exercised in carrying out the daily operations of the department.

### **Minimum Qualification Requirements**

- 8 years of combined administrative and supervisory experience supporting park and recreation organization's major programs in planning and directing complex recreational services and operations that includes lead worker, supervision or supervisory training; or
- Associate's degree in public administration, business, or related field and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

### **Appointing Authority May Also Require**

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

### **Illustrative Tasks (These are examples and are not all inclusive.)**

- Supervises subordinate professional, supervisory, accounting, information technology and clerical personnel engaged in support activities such as records maintenance, payroll, departmental customer service programs, purchasing and property inventory control, and personnel management.
- Responsible for interviewing, hiring, training and evaluating subordinate personnel.
- Supervises and participates in special studies, surveys and the collection of information on difficult operational and administrative problems; prepares complex reports recommending solutions or courses of action.
- Plans, directs, implements and supports the automation of office systems, procedures, programs and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same.
- Responsible for preparing and submitting the department and employees for recognition and award programs.
- Coordinates and provides intra and interdepartmental liaison functions.
- Coordinates personnel activities for assigned department.
- Develops performance based initiatives for the department and implements same.
- Assists with the development and implementation of concession contracts and sponsorships.
- Assist with developing safety programs for the department.
- Performs related work as assigned or required.

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**(continued)**

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## **Knowledge, Skills, and Abilities**

- Knowledge of public administration principles and practices.
- Knowledge of grants applications, accounting, and reporting.
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, and business administration as applied in a large organization and the ability to apply them.
- Knowledge of office automation, data processing principles and practices.
- Ability to apply computer applications and software.
- Ability to plan, direct, assign, instruct, review, and evaluate technical, supervisory, and clerical personnel.
- Ability to plan, direct, supervise, coordinate, organize, and inspect specialized departmental projects, programs, and activities.
- Ability to prepare written reports, estimates and cost records.
- Ability to analyze and solve administrative problems and to render advice and assistance on them.
- Ability to supervise the work of subordinate staff.

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Revised	EEOC Code	Overtime Code
10/10	Officials & Managers	Exempt