

BUREAU DIRECTOR, PARKS & CONSERVATION RESOURCES

Job Code	Pay Grade
14990	SM1

Nature of Work

This is highly responsible administrative and supervisory work in directing the operations of the Parks & Conservation Resources (PCR) Department. Work involves responsibility for the organization, direction, and coordination of activities for Parks and Environmental Lands, Natural and Historic Resource Management, County Extension, Marina Operations, Air Quality and Countywide Horticulture-Operations. Work is performed under the general supervision of the County Administrator or his representative, and with considerable independent judgment and discretion necessary in carrying out the activities of the department. Work is reviewed by observation of results obtained, periodic written reports and through policy conferences with the County Administrator and other county officials.

Minimum Qualification Requirements

- 10 years progressively responsible management, administrative, and supervisory experience supervising a variety of parks and conservation related activities, preferably in the area of parks, outdoor recreation, and environmental education that includes 2 years as a manager supervising subordinate supervisors; or
- Associate's degree in business, public administration, park management, life sciences, engineering, or related field and 8 years experience as described above; or
- Bachelor's degree and 6 years 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.
- Preference to be provided to candidates with experience in parks, recreation, and leisure programs.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

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

- Directs and manages a nationally recognized parks system, environmental lands, countywide mowing operations, and special facilities, including Heritage Village, and Florida Botanical Gardens.
- Directs Cooperative Extension educational programs in the areas of Commercial and Urban Horticulture, Family and Consumer Sciences, 4-H -Youth Development, Distance Education, Natural Resources, and Urban Environmental Sustainability.
- Promotes and utilizes state-of-the-art technology, benchmarks, latest/best practices in the field for the benefit of the county and the public.
- Cooperates and works effectively with other departments on matters within their respective areas of responsibility and coordinates activities with each on matters of mutual concern.
- Directs the resources to reach common goals and objectives that support the county's mission, as stated under the jurisdiction of the County Administrator, and said activity is not contrary to law.
- Negotiates, reviews, and executes contracts within Parks and Conservation Resources; not limited to those properties on county lands that provide active and highly programmed recreation such as; YMCA, municipalities, school board and other agencies.
- Actively participates in annual key strategic business and action plans, and executes for desired results.
- Promulgates and maintains necessary department rules, regulations and policies in accordance with county policy and personnel rules and regulations.
- Accountable for overall financial stability and cost containment by minimizing operating expenses while providing optimum customer service.
- Performs related work as assigned or required.

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Knowledge, Skills, and Abilities

- Knowledge of and ability to apply the principles and practices of organization, management, personnel and fiscal administration in departmental operations.
- Knowledge of equipment, supplies and facilities used in public parks and recreation activities.
- Knowledge of techniques and procedures involved in maintaining park and recreational facilities, museums and cooperative extension services.
- Ability to apply computer applications and software.
- Ability to handle multiple priorities, problems and demands with creative solutions.
- Ability to develop long-range plans, plan promotional programs, and make sound decisions on matters of operating policy and administrative problems.
- Ability to meet and deal tactfully with the general public and to express oneself effectively and clearly in writing and orally.
- Ability to establish and maintain effective working relationships with subordinates, the general public, county officials, friends/foundation groups and advisory boards.
- Ability to conduct complex investigations and to prepare accurate analyses for recommendation.

For official use only

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