Park/Historic Site Superintendent

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
PARK/HISTORIC SITE SUPERINTENDENT I	2700	B20	$51,158 - $81,351
PARK/HISTORIC SITE SUPERINTENDENT II	2701	B21	$54,278 - $87,046
PARK/HISTORIC SITE SUPERINTENDENT III	2702	B22	$57,614 - $93,138
PARK/HISTORIC SITE SUPERINTENDENT IV	2703	B23	$61,184 - $99,658
PARK/HISTORIC SITE SUPERINTENDENT V	2704	B24	$65,104 - $106,634
PARK/HISTORIC SITE SUPERINTENDENT VI	2705	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs park/historic site management work involving overseeing 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

Oversees the financial, operational, and administrative functions of a park/historic site.

Oversees park/historic site operations, coordinates cultural and natural resource stewardship activities, monitors park/historic site usage, and protects and preserves park/historic site resources.

Oversees the recruitment, hiring, performance management, supervision, training, and development of staff and volunteers.

Oversees, evaluates, and conducts educational and interpretive programs and organizes special events and programs.

Coordinates maintenance work and inspects general facilities, visitor facilities, and other park/historic site property.

Coordinates emergency services and search and rescue operations with staff, law enforcement entities, and other agencies.

Establishes professional relationships and promotes community outreach programs with local, county, and state government officials; volunteers; support groups; and park/historic site constituents.

Prepares and monitors park/historic site budgets, revenue collection, and accounting functions; establishes and reviews fee structures; and oversees loss prevention and risk assessment programs.

Plans, coordinates, manages, and directs training on emergency responses, public safety, and general park/historic site assistance programs.

Oversees park/historic site store operations and leased concession management.

Serves as project manager for 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 VI 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.*

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

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

PARK/HISTORIC SITE SUPERINTENDENT III: Performs highly complex (senior-level) park/historic site management work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may oversee the financial, operational, and administrative functions of a medium-sized state park/historic site.

PARK/HISTORIC SITE SUPERINTENDENT IV: Performs advanced (senior-level) park/historic site management work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may oversee the financial, operational, and administrative functions of a medium- to large-sized state park/historic site.

PARK/HISTORIC SITE SUPERINTENDENT V: Performs highly advanced (senior-level) park/historic site management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may oversee the financial, operational, and administrative functions of a highly complex state park/historic site.

PARK/HISTORIC SITE SUPERINTENDENT VI: Performs highly advanced and/or managerial (senior-level) park/historic site management work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Direct the financial, operational, and administrative functions of a highly complex state park/historic site.
- Direct park/historic site operations.
- Direct, oversee, evaluate, and conduct educational and interpretive programs and organize special events and programs.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

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 the administration of business operations and facilities; oversight of equipment usage; and ground repairs and techniques.

- Ability to manage financial systems, accountability of 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 license.