

**Assistant Park/Historic Site Superintendent I**

Salary Group: B19

Class Code: 2692

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT I	2692	B19	\$42,244 - \$68,960
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT II	2694	B20	\$45,158 - \$73,788
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT III	2696	B21	\$48,278 - \$78,953
ASSISTANT PARK/HISTORIC SITE SUPERINTENDENT IV	2698	B22	\$51,614 - \$84,479

GENERAL DESCRIPTION

Performs moderately complex (journey-level) assistant park/historic site management work. Work involves 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. Supervises the work of others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

DISTINGUISHING CHARACTERISTICS

The assistant park/historic site superintendent job classification series may list the same work examples for journey level and senior level; however, determination of level depends on factors such as 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.

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 and monitoring 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.

May assist in the oversight of park/historic site store operations and leased concession management.

May assist in the oversight 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.

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

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, overseeing equipment usage, and ground repairs and techniques.

Ability to manage financial systems, accountability 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.