



Assistant Park Superintendent I

Salary Group: B19

Class Code: 2692

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

GENERAL DESCRIPTION

Performs moderately complex (journey-level) assistant park management work. Work involves assisting in overseeing park 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 superintendent job classification series may list the same work examples for journey level and senior level; however, determination of level depends on factors like size of the park being managed; park facilities; natural, cultural or historical significance of park; number of employees supervised; complexity of work; and size of the park budget.

EXAMPLES OF WORK PERFORMED

Assists in the oversight of the financial, operational, and administrative functions of a state park.

Assists in the oversight of park operations, the coordination of cultural and natural resource stewardship activities, the monitoring of park usage, and the protection and preservation of park 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 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 constituents.

Assists in the preparation and monitoring of park 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 assistance programs.

May assist in the oversight of park 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 maintenance or conservation projects.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in park management work, which may include cultural resources, historic sites, or museums. Graduation from an accredited four-year college or university with major coursework in park administration, natural or cultural resource management or interpretation, 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 administration and operations, natural and cultural resource management, maintenance management, and human resources management.

Skill in the administration of business operations and facilities, in overseeing equipment usage, and in 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.