



Park Superintendent I

Salary Group: B20

Class Code: 2700

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
PARK SUPERINTENDENT I	2700	B20	\$45,158 - \$73,788
PARK SUPERINTENDENT II	2701	B21	\$48,278 - \$78,953
PARK SUPERINTENDENT III	2702	B22	\$51,614 - \$84,479
PARK SUPERINTENDENT IV	2703	B23	\$55,184 - \$90,393
PARK SUPERINTENDENT V	2704	B24	\$59,004 - \$96,720
PARK SUPERINTENDENT VI	2705	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

Performs moderately complex (journey-level) park management work. Work involves 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 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

Oversees the financial, operational, and administrative functions of a state park.

Oversees park operations, coordinates cultural and natural resource stewardship activities, monitors park usage, and protects and preserves park 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 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 constituents.

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

Plans and coordinates training on emergency responses, public safety, and general park assistance programs.

May oversee park store operations and leased concession management.

May serve as project manager 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 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's license.