



Park/Historic Site 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/HISTORIC SITE SUPERINTENDENT I	2700	B20	\$45,158 - \$73,788
PARK/HISTORIC SITE SUPERINTENDENT II	2701	B21	\$48,278 - \$78,953
PARK/HISTORIC SITE SUPERINTENDENT III	2702	B22	\$51,614 - \$84,479
PARK/HISTORIC SITE SUPERINTENDENT IV	2703	B23	\$55,184 - \$90,393
PARK/HISTORIC SITE SUPERINTENDENT V	2704	B24	\$59,004 - \$96,720
PARK/HISTORIC SITE SUPERINTENDENT VI	2705	B25	\$63,104 - \$103,491

GENERAL DESCRIPTION

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

Oversees the financial, operational, and administrative functions of a state 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 and coordinates training on emergency responses, public safety, and general park/historic site assistance programs.

May oversee park/historic site 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/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 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.