



STATE OF TENNESSEE

DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

Class Title: PARK MANAGER 1			Abbreviation: PARK MGR 1
Class Code: 77691	OCC Code: 7	Analyst: EX	Effective Date: March 1, 2006

SUMMARY: Under general supervision, is responsible for professional park supervisory work of average difficulty and managerial work of routine difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is the assistant of one of the largest and/or most complex park facilities or is the manager of a small park. This class differs from Park Ranger 2 in that an incumbent of the latter performs park security and conservation work under the supervision of an incumbent of this class. This class differs from Park Manager 2 in that an incumbent of the latter manages the programs and activities of a moderate sized and/or moderately complex park facility.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Assigns, trains, supervises, and evaluates staff performing security, maintenance, conservation work, and the operation of swimming pools, beaches, campgrounds, museums, golf courses, restaurants, and other park facilities.
2. Establishes safety and inventory control procedures for the various sections in the park.
3. Enforces procedures for cleanliness, decor, bookkeeping systems, and deposits of money for all areas of the park.
4. Prepares work schedules and daily assignments for staff performing security, conservation, and public contact work.
5. Reviews records such as incident reports, vehicle citations, logs of visitors, mileage, and gas usage report to ensure they are complete and that staff handled situations properly.
6. Assists in the preparation of park operating budget, payroll, financial statements, equipment, and lost reports.
7. Investigates complaints against staff and makes recommendations as to appropriate action.



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8. Conducts presentations to the media and civic organizations to explain and interpret the various programs and activities at the park.
9. Patrols facility by vehicle to check for safety hazards, construction in process, and reviews the performance of subordinate staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in parks and recreation, wildlife management, or related acceptable field and experience equivalent to two years of full-time responsible professional park or related conservation work; qualifying full-time professional experience in park or related conservation work may be substituted for the required education, on a year-for-year basis to a maximum of four years; additional qualifying graduate coursework may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

Necessary Special Qualifications: Applicants for this class must:

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment.
- (12.) upon appointment, successfully complete a prescribed course of instruction at the Tennessee Law Enforcement Academy or have successfully completed the equivalent of the prescribed course.



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EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.