



# STATE OF TENNESSEE

## DEPARTMENT OF PERSONNEL

### CLASS SPECIFICATION

Class Title: <b>PARK MANAGER 2</b>			Abbreviation: <b>PARK MGR 2</b>
Class Code: <b>77692</b>	OCC Code: <b>8</b>	Analyst: <b>EX</b>	Effective Date: <b>March 1, 2006</b>

**SUMMARY:** Under general supervision, is responsible for professional supervisory and managerial work of average difficulty in managing the programs and activities at a moderate-sized and/or moderately complex park facility; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class manages all programs and activities at a moderate sized and/or moderately complex park facility. This class differs from Park Manager 1 in that an incumbent of the latter assists in directing the programs and activities at the largest and/or most complex of park facilities or is manager of a small park. This class differs from Park Manager 3 in that an incumbent of the latter manages the programs and activities of a large and/or complex park facility.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

1. Manages the operation, security, conservation, and maintenance at a moderate sized and/or moderately complex park; manages park services such as cabins, golf courses, restaurants, swimming pools and other park facilities.
2. Manages the enforcement of policy and procedure for the security and operation of the park.
3. Develops a work program which includes the setting of priorities for maintenance and minor construction projects.
4. Prepares annual operating budget, staffing, patrol, property, financial and cost reports.
5. Approves all purchases, expenditures, and items sold within the park.
6. Reviews and makes decisions on employment, retention, promotion, demotion, and other personnel actions.
7. Determines proper record keeping methods and procedures for the monies received through park operations.
8. Reviews records such as incident reports, vehicle citations, logs of visitors, cost receipts, mileage, and gas usage reports prepared by subordinate staff.



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9. Conducts presentations to the media and civic organizations to explain and interpret the various programs and activities at the park.

10. Patrols facility by vehicle checking for safety hazards, construction in process, and to review 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 four years of full-time 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 two years.

#### **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.