



Parks & Conservation Resources Operations Manager

Category: Exempt
Pay Grade: E29
Job Code: 14964

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs administrative, technical, and supervisory work planning and directing parks, preserves and environmental lands for the Parks & Conservation Resources Department. Employees in this class organize, plan, develop and administer a comprehensive county park and environmental lands program including effective use and proper maintenance of a wide variety of parks and preserves facilities and equipment. Duties to include budget preparation and administration; service and maintenance needs; projecting cost estimates; and the evaluation of parks, preserves, and environmental lands maintenance and recreation activities. Work involves the employee to work effectively with, and maintain communications with elected officials, County Administrator and assistants, department directors, municipalities, non-profits, private consultants and contractors, business organizations, subordinate employees, the general public and the media. Work is performed with considerable independence under the general supervision of the director and designee.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Develops policy regarding fees and charges to facilities and programs. Manages revenue producing programs and facilities utilizing sound business practices and procedures to help defray operational costs;
- Supervises, coordinates and directs subordinate supervisory personnel engaged in administration, operation, maintenance and security of parks, preserves and environmental land facilities, grounds and natural areas;
- Promotes and administers development and operation of special events held on public owned property;
- Establishes department goals and objectives for park and recreation opportunities in the county; establishes or recommends the establishment of parks and recreation standards, procedures, department policies, forms and regulations; evaluates progress toward accomplishment of assigned goals and objectives;
- Establishes and communicates with department staff immediate and long-range plans to meet the needs of the public and trains/assists staff to effectively meet customer service standards;
- Meets with civic groups or private/public entities and media to explain and promote park and recreation activities to assist in the promotion of activities and use of the facilities;
- Participates in the development of the parks, preserves and environmental lands budgets;
- Monitors and checks safety practices and procedures;
- Recommends employment, promotion, transfer, discipline, demotion, and dismissal of subordinate employees, as necessary. Responds to employee grievances; completes employee performance evaluations and reviews those completed by subordinate supervisory personnel;
- Coordinates with other agencies, departments and district units to ensure proper support activities or joint projects are accomplished;
- Conducts extensive research and performs analysis to formulate reports and recommendations;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Eight (8) years progressively responsible experience in construction, maintenance, alteration and operation of parks and recreation facilities and one (1) year of supervisor experience; or Associate's degree in parks management, parks, construction engineering/technology, recreation administration, or a related field and six (6) years' experience as described above; or Bachelor's degree and four (4) years' experience as described above; or an equivalent combination of education, training, and/or experience..

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and objectives of public recreation administration, including a thorough understanding of activities that make up a community recreational program;
- Knowledge of the practices, methods, materials, tools and equipment used in the maintenance and construction of county parks and preserve areas, athletic fields and grounds maintenance activities;
- Prepares Capital Improvement Program (CIP) budgets, policies and procedures;
- Coordinates CIP budgetary needs with Public Works, contractors and citizens;
- Knowledge of a wide variety of parks and preserve activities and administrative organization to accomplish program objectives;
- Knowledge of county organizational and operational methods and procedures;
- Ability to apply computer applications and software;
- Ability to work with multiple supervisors and evaluate and track completed work projects;
- Ability to establish and maintain effective working relationships with other governmental departments and divisions, permitting agencies and the general public;
- Ability to read a variety of blueprints, schematic drawings, plans and specifications;
- Ability to communicate effectively, both orally and in writing, with employees, citizens, and the news media;
- Ability to prepare varied reports, responses to inquiries and evaluations.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.