



Resident Park Manager

Category: Exempt
Pay Grade: E21
Job Code: 14864

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

The Resident Park Manager of Fort De Soto provides oversight and direction to Fort De Soto's Operations, including managing staff; allocating division resources and funds; and prioritizing Fort De Soto's programs and goals. The position directs, evaluates, and administers Ft. Desoto's programs and projects related to the park and campground. An employee in this position will live on site and provide supervision and management of natural and cultural resource protection, visitor services, maintenance activities, and facility operations. This employee will develop procedural recommendations regarding operation of the Park and the camp ground. This employee will assist department staff in the ongoing management of Shell Key Preserve through assignment of subordinate staff to inspect and review ongoing recreational activities and overnight camping occurring at the site. Expertise is required in planning and implementing complex projects, working with constituent groups and non-profits, collaborating with other agencies and County Departments, and representing the Department on working groups and committees.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Participates in the development and management of all aspects of Fort De Soto facilities programs and special events;
- Prepares professional, facility and program related goals for self and others;
- Promotes the Park endeavors through community involvement, maintains a positive rapport with the public. Promotes Stewardship;
- Analyzes, monitors and prepares reports concerning camping revenue, parking fees, attendance, volunteer hours, and park occupancy;
- Develops management reports, implements new revenue ideas and maximizes revenue for current budgets in order to operate in the most efficient manner possible;
- Supervises and manages park staff of approximately 25 employees and between 100-200 volunteers. Supervisory duties include: instructing, assigning, reviewing and planning the work of others; maintaining standards, coordinating activities, selecting new employees; acting on employee problems; recommending and approving employee discipline. Demonstrates leadership skills;
- Follows all established procurement policies in the research, requisition, receipt and payment for equipment, materials and services as needed to complete assigned duties;
- Evaluates special event requests and determines feasibility and financial impact. Coordinates logistics with applicable external and internal parties and provide on-site assistance and technical support for event implementation. Conducts post-event analysis and evaluation;
- Responds to and evaluates all emergency calls in the facility. Makes appropriate decisions and takes action in chaotic, stressful and unusual situations. Assigns, or performs care utilizing CPR/First-Aid and bloodborne pathogens training. Notifies the appropriate public safety authorities when assistance is needed;
- Operates and maintains facilities in compliance with County safety policies;

- Develops and implements ongoing staff training programs and meetings. Provides proper training and monitoring of equipment, tool and vehicle operations, safety, and maintenance;
- Assists in the implementation of capital projects for the ongoing maintenance and future growth/development of the park. Meets with Director to ensure plans are implemented safely and with limited effect to the day to day operation of the park;
- Completes, submits and maintain oral or written records and files to include, but not be limited to, training reports and logs, inventory, inspections and incidents records. Evaluates and processes these records to be used in reporting and planning for the agency;
- Implements and manages ongoing park contracts with vendors within County Procurement Policy;
- Represents the Department at internal and external meetings, industry related trainings, conferences, schools, community groups and all forms of media. Visits similar facilities to increase knowledge, productivity, and efficiency;
- Analyzes incident reports and other data relating to maintenance of grounds and facilities modification; develops strategic plans and implements solutions to problems;
- Issues warnings and citations under appropriate laws or ordinances;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Parks and Recreation Administration or related field plus four (4) years of work experience in the management, protection or development of a park, public recreation, or historical area; or an equivalent combination of training, education, and 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.
- Obtain and maintain Florida Marine Turtle Permit Holder, including reporting, and compliance annually.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Rotating shift, weekend, holiday, and overtime schedules.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices and techniques of park/preserve management;
- Knowledge of operational and maintenance requirements of typical park/preserve facilities and equipment;
- Knowledge of safety procedures and effectively precautionary measures;
- Knowledge of indigenous animal, fish and plant life;
- Knowledge of techniques applicable to the development and public use of beach and bathing areas;
- Knowledge of conservation practices;
- Knowledge of natural resource practices and principles;
- Knowledge of pesticide and herbicide regulations and policies;
- Knowledge of natural resource management;
- Knowledge of conservation management;
- Knowledge of techniques applicable to the development of public use of beach and bathing areas;
- Knowledge of budgets, spreadsheets and interpreting audits;
- Skill in communications involving mass media, including newspapers, tv, and radio interviews and video presentations;
- Skill in strong public relations;
- Ability to effectively balance the protection of the park's natural flora and fauna with the pressures of an ever-increasing visitor population;
- Ability to meet the public effectively and give information regarding park/preserve regulations and facilities;
- Ability to supervise the mechanical maintenance of equipment and general maintenance of buildings and grounds;

- Ability to maintain and supervise the maintenance of operational records;
- Ability to manage facilities according to established County/Department policies and procedures;
- Ability to identify indigenous flora and fauna;
- Ability to use range-finding, distance measuring, and site leveling devices;
- Ability to manage the integrity of all assigned County real estate, leases and the special activity agreements;
- Ability to plan, organize, and coordinate departmental activities;
- Ability to prepare and present reports before groups and in public meetings;
- Ability to communicate clearly, concisely and effectively, both orally and in writing;
- Ability to establish and maintain effective relationships with management, staff, volunteers, community groups and the public contacted in the course of the work;
- Ability to deal constructively with conflict and develop effective resolutions;
- Ability to supervise the mechanical maintenance of equipment and general maintenance of buildings and grounds and maintain appropriate records of such maintenance;
- Ability to focus on multiple tasks simultaneously;
- Ability to respond appropriately to changes in the work setting.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Speaking:** Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **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.
- **Visual acuity:** Have close visual acuity such as color differentiation, depth perception, and adequate field vision.

- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

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