

PARK RANGER SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Park Ranger Supervisor is responsible for: planning, directing, and coordinating the activities relating to the safety and security of City facilities, property and the general public in parks and recreation facilities and other City owned property. Responsibilities include assigning duties and evaluating the performance of the Park Ranger staff, selecting and hiring Park Ranger staff, training staff regarding technical phases of Park Ranger work, and identifying and developing environmental programs for staff to educate the public. Other duties include: educating the general population regarding quality recreational experiences; developing and implementing short- and long-term goals and objectives for the unit; patrolling the parks on high level patrols; leading the training for both in-house Ranger safety and external community based programming; serving as the liaison point of contact for the Mesa Police Department (required to maintain Commission for Accreditation of Park and Recreation Agencies), Mesa Fire and Medical Department, Maricopa Sheriff's Office, and Arizona Game and Fish; managing the unit budget. An employee in this class is expected to use initiative and independent judgment in responding to problems and needs. This class performs related duties as required.

Distinguishing Features: Because of the nature of the work performed, the Park Ranger Supervisor may be required to work evenings, weekends, and holidays in order to monitor the work of subordinates. This class is supervised by the Parks, Recreation and Community Facilities Deputy Director, who reviews work through meetings, conferences, reports, and results achieved. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience as a Park Ranger or professional-level experience in operating and administering community outreach, youth outreach, public safety or security, neighborhood/community assistance, or community programs and events. Good (1 - 3 years) supervisory and/or lead Park Ranger experience.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Train, show proficiency, and qualify on a Taser ® Conducted Electrical Weapon (CEW) device within 90 days of hire date. Obtain an ASP Baton, pepper spray, and cardiopulmonary resuscitation (CPR) certifications within 6 months of date of hire. Certified Park and Recreation Professional (CPRP).

Preferred/Desirable Qualifications. Administrative experience in budget preparation, monitoring and planning is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, vendors, school representatives, community groups and organizations in order to advise and provide technical assistance and clarification of City and department rules and regulations. Instructs subordinates in the policies,

procedures, and methods used to inform and educate the public relating to Park Ranger Program job functions.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, and safety and service standards. Monitors the budget and expenditures for the Park Ranger Program including maintaining related records and making recommendations to supervisors. Operates a City vehicle requiring a standard valid Class D Arizona Driver's License in order to monitor the work of subordinates on-site at parks, related facilities, retention basins, and other City facilities as assigned.

Mental: Plans, organizes, and directs a variety of activities related to the Park Ranger Program. Supervises and evaluates the work of full-time and part-time personnel, temporary employees, and volunteers. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work related problems by communicating with, and responding appropriately to a demanding and diverse public in answering questions, explaining division policy, and handling complaints. Coordinates work activities, program functions and other related activities with other City departments, other cities, community, and private groups. Develops policies and procedures, short- and long-term objectives and other plans related to assigned areas. Comprehends and makes inferences from written materials, financial reports, and professional journals.

Knowledge and Abilities:

Knowledge of:

the techniques and methods of supervision and personnel management;
report writing techniques for information dissemination;
principles and methods of budget preparation and monitoring; and
the procedures, equipment and safety hazards common to security work.

Ability to:

establish and maintain effective working relationships with subordinates, management, the general public, and other City departments;
develop training for staff and volunteers; and
participate in the preparation and administration of grants.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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