

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**PARK MANAGER**

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**DEFINITION**

Performs a variety of professional services in the overall management of a state park or recreation area and is responsible for the administration and management of park activities. Leads two or more employees, volunteers, inmates or residents in the performance of assigned duties; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Assists supervisor by instructing employees, answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Manages, develops, and maintains state parks and other assigned recreation areas. Oversees/monitors the work of contractors, vendors, and concessionaires. Negotiates contracts and writes grants. Administers cooperative farming agreements.

Establishes park goals and objectives, provides a quality recreational experience for the public while assuring enhancement and conservation of area natural resources. Acts as the on-site and off-site representative for the park, manages budget expenditures and direct the acquisition of equipment and materials.

Allocates budget resources to obtain maximum efficiency and benefit. Calculates costs of capital expenditure projects/equipment and is responsible for inventory of park equipment and supplies.

Monitors revenue-producing operations to assure proper and accurate accounting of receipts. Maintains a uniform collection system and reviews the system to ensure maximum operating efficiency.

Manages the park contracts and leases by advertising and receiving bids for service agreements, equipment rentals and leases of farmland. Prepares requests for expenditures to include purchase order requests, claim vouchers, contract documents and receipts.

Prepares and submits written and oral reports to inform agency personnel about project status, including statistical documentation, performance, accomplishments, and recommendations for long-range planning.

Oversees the development, implementation, and evaluation of the park ecosystem management plan to insure the protection of natural, cultural, and historical resources. Evaluates and monitors visitor impact on recreation areas to protect natural resources and assess developmental needs for long range planning.

Analyzes inspection findings of campgrounds, entrance areas, boat ramps, picnic areas, etc. to evaluate the quality of operations and services. Identifies and prioritizes construction and equipment needs.

Certifies facility and equipment inventories for state audits. Maintains fleet and non-fleet equipment according to operator service manuals. Ensures that utilities are operated efficiently and in such a way that public health and safety are not jeopardized.

Collaborates on resource management issues with other agencies and divisions (e.g., Natural Resource Conservation Service, federal and county conservation agencies, wildlife biologists, geologists, foresters and archeologists) to assure that all natural resource management issues are coordinated.

Manages water and wastewater resources and facilities to safely provide water to park users. Protects and monitors water resources through water quality testing of beaches. Makes recommendations for lake and stream improvements.

Promotes public relations to increase understanding of the Department's mission and goals. Responds to

written, telephone, media, e-mail, and in-person contacts from the public for information or assistance. Disseminates information through media, written articles, radio and television interviews, sport shows, signs, kiosks, brochures, and open houses.

Provides interpretive educational programs to schools, special interest groups, and civic organizations. Initiates and coordinates volunteer work projects and friends groups.

Communicates with local Chamber of Commerce, civic organizations, and area landowners to enhance park and community relations.

Implements and maintains a sign policy for regulatory, informational, and recreational signs. Establishes and maintains roads and trail systems. Assists with the development and maintain a Geographic Information System (GIS) and Global Positioning System for the location of physical resources. Develops and maintain a GIS plan for endangered species, cultural sites, and other sensitive areas.

Enforces park regulations to ensure the safety of the general public and the state owned property. Handles rule violations and write citations when appropriate. Provides first aid assistance to area visitors to assure their safety. Documents, submits, and files incident reports to assure accurate records.

Collaborates with other enforcement agencies on law enforcement issues. Appears in court to represent State on summons issued when necessary. Responds to law enforcement and emergency situations. Directs emergency response to accidents, injuries, and other critical situations, coordinating law enforcement and emergency service units.

### **COMPETENCIES REQUIRED**

Knowledge of policies, procedures, and regulations of the Iowa Department of Natural Resources.

Knowledge of the principles and practices of personnel management.

Knowledge of the current principles and practices of conservation in Iowa.

Knowledge of the principles and practices of facilities management.

Knowledge of the operation and maintenance of technical and specialized equipment and tools used in the parks and natural resource field.

Knowledge of safety precautions and practices necessary in the performance of park duties.

Knowledge of the laws of state parks and the effective enforcement of those laws.

Knowledge of computer software applications such as Word, Excel, GroupWise, GIS, etc.

Knowledge of the principles and practices of natural science as they relate to fisheries, wildlife, parks, and forestry.

Knowledge of the current literature, trends, and developments in the parks management field.

Knowledge of water and wastewater principles and practices.

Knowledge of business, bookkeeping and administrative management methods, and practices.

Knowledge of basic first aid, CPR practices, and their applications.

Ability to plan, organize and oversee the work of others.

Ability to learn to read blueprints, estimate material, and personnel needs.

Ability to assist in the preparation of the budget and financial reports.

Ability to establish and maintain effective relationships with the public and other agencies.

Ability to use tact, courtesy and sound judgment in handling emergencies or delicate and sensitive matters and in dealing with the public.

Ability to express ideas effectively, both in oral communication with other employees and park visitors and in written reports of park activities.

Ability to complete and keep accurate notes and statistical data used in reports.

Ability to prepare budgets for personnel and equipment expenditures and prepare related reports.

Ability to inspect assigned facilities and equipment to determine what repairs/services are necessary and where improvements could be made.

Ability to effectively train employees in new procedures and techniques.

Ability to perform mathematical calculations.

Ability to plan and implement new or revised park programs and to suggest areas of improvements.

Ability to develop and deliver informational presentations in a variety of settings (TV, groups, informally, etc.).

Ability to work outdoors under any type of weather condition, and to withstand physically demanding work, such as lifting, bending, and hauling.

Display a high level of initiative, effort, and commitment towards completing assignments efficiently. Work with minimal supervision. Demonstrate responsible behavior and attention to detail.

Respond appropriately to supervision. Make an effort to follow policy and cooperate with supervisors.

Align behavior with the needs, priorities, and goals of the organization.

Encourage and facilitate cooperation, pride, trust and group identity. Foster commitment and team spirit.

Communicate information to individuals or groups effectively, taking into account the audience and nature of the information. Listen to others and respond appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four-year college or university with major course work in park and outdoor recreation, natural resource management or biological sciences and 12 months work experience in park operation;

OR

employees with a current continuous experience in the state executive branch that includes experience equal to thirty-six months of full-time work as a Natural Resource Technician 1 or 2, or Park Ranger.

#### **NOTE:**

Certain designated positions in this job class require applicants to obtain the required Commercial Drivers' License and endorsements within a specified period of time as determined by the appointing authority at the time of hire.

Certain designated positions require the employee to be certified by the Department of Agriculture and Land Stewardship as a Pesticide Applicator within a specified period of time as determined by the appointing authority.

Certain designated positions require the employee to be certified in Water and Wastewater system operators within a specified period of time as determined by the appointing authority at the time of hire.

First Aide/CPR will be required within a specified period of time as determined by the appointing authority.

O.C. spray, handcuffing, and defensive tactics training will be required within a specified period of time as determined by the appointing authority.

Effective Date: \_\_\_\_\_ 9/04 \_\_\_\_\_ CSH