

PARKS ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Develops and administers the programs and activities of the Parks Division, Department of Parks and Recreation.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and directs the operations and maintenance of public parks and recreation areas.

Coordinates park developments and capital improvement projects with other governmental agencies; reviews plans and specifications before bidding and provides appropriate recommendations; inspects construction work for compliance with activity requirements and guidelines.

Formulates rules and regulations to govern the use of parks and recreation areas.

Prepares and administers program budget; assures compliance with pertinent local and federal laws and regulations.

Administers administrative policies for personnel, training and safety.

Inspects field maintenance program and makes improvements where needed.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public parks administration.

Ability to develop and administer an islandwide public parks program.

Ability to interpret, apply and make decisions in accordance with pertinent local and federal laws, policies, regulations and other program guidelines.

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Ability to evaluate program effectiveness and initiate/recommend changes to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Four years of professional experience in the management of parks and recreation resources and graduation from a recognized college or university with a Bachelor's degree in business or public administration, forestry, or related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 38 53



J.C. BORJA
Executive Director
Civil Service Commission

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