

ASSISTANT PARKS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Assists the Parks Administrator in administering the program and activities of the Parks Division.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Assists the Parks Administrator in directing all programs and activities of the Parks Division.

Supervises and coordinates the planning, development, and maintenance of the Territory's public parks and beaches, historic sites, marinas, traffic islands and other recreation areas.

Initiates and formulates rules and regulations governing the use of parks and recreation areas; interprets policies, directives, laws and other guidelines governing the activities of the Parks Division.

Evaluates the quality and scope of programs and recommends changes in policies, procedures and operation to improve effectiveness of the program.

Coordinates the preparation and administration of the division's operating budget.

Supervises the maintenance of the park inventory and other records.

Keeps abreast of current developments and changes in parks functions.

Represents the Department on official conferences as assigned.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public administration.

Knowledge of park development, operation and maintenance.

Knowledge of parks and recreation historic preservation techniques.

Ability to administer a comprehensive parks and recreation program for the Territory.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate program effectiveness and recommend changes in policies, procedures and operations 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) Three years of technical experience involving parks and recreation programs and graduation from a recognized college or university with a Bachelor's degree in park management, forestry, public administration or related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission