

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Park Management

**MAJOR AGENCIES:**

Natural Resources

**SERIES NO.:**

2257

**EFFECTIVE DATE:**

01/27/2013

**SERIES PURPOSE:**

The purpose of the park management occupation is to manage or assist in management of state park operations & activities.

At the lower-levels, incumbents assist park managers & levels are distinguished by the category of the assigned park (i.e., Class 1, 2, 3, 4, 5 or 6). There can be two Assistant Park Manager 3 positions at a Class 5 or two Assistant Park Manager 4s at a Class 6 state park, provided there are no positions, filled or vacant, classified as a Park Maintenance Supervisor 2, 22517. If there are no Park Maintenance Supervisor 2, 22517, positions would then have responsibility for supervising assigned personnel associated with park maintenance. The Cleveland Lakefront state park can have up to three Assistant Park Manager 3 or 4 positions.

At the higher-levels, incumbents manage state parks & levels are distinguished by the category of the assigned park (i.e., Class 1, 2, 3, 4, 5 or 6).

Note: The class rating assigned to each park shall be determined by using the Ohio Department of Natural Resources' Park Manager Evaluation Survey & Instrument, developed by the Division of Parks & Recreation, which is filed as an attachment to this classification specification. As such, the survey & instrument are considered to be a part of Administrative Rule 123: 1-7-15 State managerial and supervisory classifications.

**CLASS TITLE**

Assistant Park Manager 2

**CLASS NUMBER**

22571

**PAY RANGE**

10

**EFFECTIVE**

01/09/2005

**CLASS CONCEPT:**

The full performance level class works under general direction & requires thorough knowledge of park management in order to act as assistant manager for Class 4 state park.

**CLASS TITLE**

Assistant Park Manager 3

**CLASS NUMBER**

22572

**PAY RANGE**

11

**EFFECTIVE**

01/27/2013

**CLASS CONCEPT:**

The full performance level class works under general direction & requires thorough knowledge of park management in order to act as sole assistant manager of Class 5 or Class 6 state park (i.e., assume responsibility for park in absence of park manager; prepare & maintain operational records & reports; assist in administering park budget & fiscal operations; assist in administering & planning/development of park) & supervise assigned personnel; or in Class 5 park having two or three assistants (i.e., there can be two assistants per park, except for Cleveland Lakefront State Park or park with revenue operations &/or self operated facilities which may have up to three assistants), to plan & direct all park maintenance operations provided there is no filled or vacant position classified as Parks Maintenance Supervisor 2, 22517, act as assistant park manager & supervise assigned personnel or to plan & direct all park law enforcement activities provided there is no filled or vacant position classified as Park Officer Supervisor, 22525, act as assistant park manager & supervise assigned personnel or to plan & direct various park revenue operations (e.g., campgrounds; golf course) &/or self-operated facilities (e.g., pro-shop; marinas; cabins), act as assistant park manager & supervise assigned personnel; or to plan & direct all operations of satellite park & supervise assigned personnel.

**CLASS TITLE**

Assistant Park Manager 4

**CLASS NUMBER**

22573

**PAY RANGE**

12

**EFFECTIVE**

01/27/2013

**CLASS CONCEPT:**

The full performance level class works under general direction & requires thorough knowledge of park management in order to act as primary assistant manager of Class 6 state park (i.e., assume responsibility for park in absence of park manager; assists in administering budgetary & fiscal park operations by reviewing staffing levels, project costs, tracking expenditures, participates in preparation of operational reports; OR plans & directs self-operated revenue producing facilities (i.e., campground/beach, commissaries, marinas, pro-shops) at Class 6 state park & supervises assigned staff; OR plans & directs all operations of satellite Class 6 state park & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Park Manager 2	22575	10	01/27/2013

**CLASS CONCEPT:**

The second managerial level class works under administrative direction & requires thorough knowledge of park management in order to manage all activities of Class 2 state park & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Park Manager 3	22576	11	01/27/2013

**CLASS CONCEPT:**

The third managerial level class works under administrative direction & requires thorough knowledge of park management in order to manage all activities of Class 3 state park & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Park Manager 4	22577	12	01/27/2013

**CLASS CONCEPT:**

The fourth managerial level class works under administrative direction & requires thorough knowledge of park management in order to manage all activities of Class 4 state park & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Park Manager 5	22578	13	01/27/2013

**CLASS CONCEPT:**

The fifth managerial level class works under administrative direction & requires thorough knowledge of park management in order to manage all activities of Class 5 state park & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Park Manager 6	22579	14	01/27/2013

**CLASS CONCEPT:**

The sixth managerial level class works under administrative direction & requires thorough knowledge of park management in order to manage all activities of Class 6 state park & supervise assigned staff.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Park Manager 2	22571	EX	01/09/2005	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as assistant manager for Class 4 state park, assumes responsibility for activities & operation of park in park manager's absence, assists with preparing & checking park budget, performs personnel duties (e.g., interviews, hires) & prepares & keeps records & reports for park.

Supervises personnel associated with park maintenance; examines equipment & facilities for proper maintenance & operation.

Coordinates various law enforcement &/or safety activities of park (e.g., provides security of facilities, assists visitors with inquiries, enforces rules & regulations of park, gives warnings, issues citations, gives first aid &/or emergency assistance).

Attends & speaks at community functions (e.g., civic groups, scouts, schools); assists with park programs & events (e.g., hikes, festivals); enforces park practices for public; attends in-service training; seminars & conferences.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of bookkeeping; budgeting; inventory control; supervisory principles/techniques; employee training & development; departmental & state laws, rules & guidelines governing park operations; interviewing\*; safety practices & procedures related to park operations; recreational programming\*. Skill in use & maintenance of shop & hand tools; operation & maintenance of motor vehicles & boats. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; handle routine inquiries from general public; prepare & deliver speeches before public; maintain accurate records.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

3 courses or 9 mos. exp. in supervisory principles/techniques; 3 courses or 9 mos. exp. in bookkeeping; 3 courses or 9 mos. exp. in budgeting; 3 courses or 9 mos. exp. in inventory control; 3 mos. trg. or 3 mos. exp. in employee training & development; 3 mos. trg. or 3 mos. exp. in departmental & state laws, rules & guidelines governing park operations; 1 course or 3 mos. exp. in safety practices & procedures related to park operations; 3 mos. trg. or 3 mos. exp. in use & maintenance of hand & shop tools; 3 mos. trg. or 3 mos. exp. in operation & maintenance of motor vehicles & boats.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Park Manager 3	22572	EX	01/27/2013	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as sole assistant manager of Class 5 or Class 6 state park (i.e., assumes responsibility for park in absence of manager; prepares & maintains operational reports; assists in administering park budget & fiscal operations by preparing full-time budget, tracking spending, reviewing park income, calculating previous year maintenance costs, projecting funds needed, reviewing & approving payroll & overseeing processing of invoices & payment of expenses; assists in administering & planning/development of park) & supervises assigned personnel,

OR

In Class 5 or Class 6 state park having two or three assistants (i.e., there can be only two assistants per park, except for Cleveland Lakefront State Park or park with revenue operations &/or self-operated facilities which may have up to three assistants), plans & directs all park maintenance operations provided there is no filled or vacant position classified as Park Maintenance Supervisor 2, 22517 & supervises assigned staff, or plans & directs all park law enforcement operations provided there is no filled or vacant position classified as Park Officer Supervisor, 22525 & supervises assigned staff, or plans & directs various park revenue operations &/or self- operated facilities & supervises assigned personnel,

OR

Plans & directs all operations of satellite park & supervises assigned staff.

At parks having only one assistant manager 3 position, coordinates park maintenance operations &/or law enforcement activities (e.g., implements long range plans, monitors use of personnel & equipment, reviews plans & drawings, recommends & monitors contracts, schedules repairs, conducts inspections & prepares material lists for maintenance/renovation projects; schedules in- service training, prepares & posts schedules & reviews reports, plans & executes coverage for special events related to law enforcement activities); or at park having two or three assistant manager 3 positions, assists in administering & planning/development of park, park budget & fiscal operations, prepares & maintains operations reports & records (e.g., tracks spending; reviews park income; oversees processing of invoices & payment of expenses; reviews & approves payroll; prepares full time budget; coordinates facility development; recommends park development; orders merchandise & supplies) & acts in absence of park manager when assigned.

Serves as law enforcement official as assigned; teaches law enforcement courses; performs maintenance duties as necessary; attends & speaks at community functions; plans & assists in special events; attends in-service training seminars & conferences; originates letters & memos in response to public's questions or inquiries from Central Office; assists with other duties (e.g., registers campers; operates video display terminal to enter data; operates equipment to produce typed reports; operates park radio).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; employee training & development; management\*; interviewing\*; bookkeeping; inventory control; supervisory principles/techniques; departmental & state laws, rules & guidelines pertaining to park operations; safety practices governing park operations; park law enforcement\*. Skill in use & maintenance of hand & power tools; operation & maintenance of motor vehicles & boats; operation of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare & deliver speeches before general public; handle routine inquiries from general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 6 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or completion of undergraduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 18 mos. exp. in a natural resources related field, business administration, criminal justice or related field

commensurate with program area(s).

-Or 42 mos. trg. or 42 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or 6 mos. exp. as Assistant Park Manager 2, 22571, or Park Manager 2, 22575.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Assistant Park Manager 4	22573	EX	01/27/2013	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Acts as primary assistant manager of Class 6 state park with two or three assistant managers (i.e., assumes responsibility for park in absence of manager, assists in administering budgetary & fiscal park operations by reviewing staffing levels, project costs, tracking expenditures, reviewing park income & operations), participates in preparation of operational reports & supervises assigned personnel;

OR

Plans & directs self-operated revenue producing facilities (i.e., campground/ beach commissaries, marinas, pro-shops) at Class 6 state park & supervises assigned staff;

OR

Plans & directs all operations of satellite Class 6 state park & supervises assigned staff.

Coordinates park campground &/or maintenance &/or law enforcement activities (e.g., implements long range plans, monitors use of personnel & equipment, schedules repairs, conducts inspections, recommends maintenance/renovation projects; schedules in-service training, prepares & posts schedules & reviews reports, plans & executes coverage for special events related to law enforcement activities).

Serves as law enforcement official as assigned; attends in-service training seminars & conferences; attends & speaks at community functions; registers campers; operates video display terminal to enter data; operates 2-way radio in park office; performs maintenance duties; coordinates park programs & special events (e.g., campouts, hikes, festivals).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; employee training & development; management\*; interviewing\*; bookkeeping; inventory control; supervisory principles/techniques; departmental & state laws, rules & guidelines pertaining to park operations; safety practices governing park operations; park law enforcement\*. Skill in use & maintenance of hand & power tools; operation & maintenance of motor vehicles & boats; operation of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; prepare & deliver speeches before general public; handle routine inquiries from general public.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 12 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or completion of undergraduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 24 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or 48 mos. trg. or 48 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or 12 mos. exp. as Assistant Park Manager 3, 22572.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Park Manager 2	22575	EX	01/27/2013	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs operations of Class 2 state park (i.e., rated using ODNR' Park Manager Evaluation Survey & Instrument, developed by Division of Parks & Recreation), prepares & recommends park budget, monitors fiscal operations, maintains equipment & facility inventory, recommends & implements plans for area development, prepares & maintains park records & reports, monitors concession operations & supervises assigned staff.

Supervises, plans, directs & monitors personnel engaged in park maintenance, inspects park equipment & facilities (e.g., lift stations, structures, motor vehicles), oversees repair of equipment & performs general maintenance duties when necessary.

Coordinates & oversees park law enforcement activities, provides for security/control of facilities & visitor assistance (e.g., routine inquiries, first aid, vehicle assistance, emergency assistance), enforces park rules & policies & patrols park (i.e., gives warnings, issues citations, makes arrests, investigates park violations & testifies in court).

Coordinates & presents programs & special events (e.g., hikes, festivals, marathons) to various groups (e.g., civic, school, scouting), coordinates park activities with other divisions & agencies, represents chief at public hearings & attends in-service training seminars & regional park meeting.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; employee training & development; management\*: bookkeeping; inventory control; supervisory principles/techniques; state & departments laws, rules & guidelines pertaining to park operations; safety practices pertaining to park operations; parks law enforcement. Skill in operation of shop & hand tools; operation of firearms; operation of boats & motor vehicles; first aid techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from officials & general public; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or completion of undergraduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 12 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or 36 mos. trg. or 36 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or 6 mos. exp. as Assistant Park Manager 2, 22571.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Park Manager 3	22576	EX	01/27/2013	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs all activities of Class 3 state park (i.e., rated using ODNR' Park Manager Evaluation Survey & Instrument, developed by Division of Parks & Recreation), implements division & department goals, monitors fiscal operation, maintains & submits records & reports, establishes goals & priorities (e.g., park development, landscaping, preventative maintenance, human resources planning), monitors concession operations, coordinates work performed in park by special &/or part-time employees, administers fiscal & budgetary operations & supervises assigned staff.

Supervises, directs & monitors employees engaged in park maintenance; inspects park facilities, concession buildings & equipment to insure safe & proper operation (e.g., treatment plants, dams, spillways, cabins), maintains inventory & oversees repairs of equipment & facility, conducts safety meetings & implements safety procedures; assists in general maintenance & repair.

Presents recreational &/or career opportunity programs to organizations (e.g., schools, civic groups, churches), coordinates park programs & special events (e.g., fishing tournaments, camp-outs, festivals), provides visitor assistance (e.g., gives directions, assists motorists), acts as liaison with other divisions & agencies (e.g., E.P.A., Division of Forestry, land governments), holds staff meetings & attends in-service training.

Coordinates park law enforcement & safety programs & enforces park rules & regulations (e.g., patrols park, gives warnings, issues citations, makes arrests, coordinates investigations, post signs, assists in emergency &/or rescue operations).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; employee training & development; management; bookkeeping; inventory control; supervisory principles/techniques; state & departmental laws, rules & guidelines pertaining to park operations; safety practices pertaining to park operations; park law enforcement. Skill in operation of shop & hand tools; first aid techniques; operation of firearms. Ability to define problems; collect data, establish facts & draw valid conclusions; handle sensitive inquiries from officials & general public; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; demonstrate physical fitness.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; & 6 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or completion of undergraduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 18 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or 42 mos. trg. or 42 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or 6 mos. exp. as Park Manager 2, 22575.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; work outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Park Manager 4	22577	EX	01/27/2013	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs all activities of Class 4 state park (i.e., rated using ODNR' Park Manager Evaluation Survey & Instrument, developed by Division of Parks & Recreation), promotes division recreational opportunities, plans & implements land use, oversees preparation of purchase orders & payrolls, manages park income, monitors submission of records & reports (e.g., ranger reports, attendance, equipment repairs), places priority upon, schedules & monitors all work performed in park, recommends & implements capital & facility improvements, inspects & monitors concession operations, maintains equipment inventory, administers fiscal & budgetary operations & supervises assigned staff.

Supervises, plans, directs & monitors employees in park maintenance (e.g., structure, equipment, grounds, roads, trails), inspects park facilities & equipment & enforces employee & public safety standards.

Coordinates law enforcement activities, provides for security & control of facilities, coordinates emergency situations (e.g., fire control, drownings, accidents), provides visitor assistance (e.g., first aid, vehicle assistance, weather warnings, information), enforces park rules & regulations & serves as law enforcement official (e.g., patrols park, gives warnings, issues citations, makes arrests, coordinates investigations, issues special permits).

Presents recreational &/or career opportunity programs to organizations (e.g., schools, civic groups, churches), coordinates park programs & special events (e.g., festivals, hikes, camp-outs); attends regional park meetings, in- service training seminars &/or conferences, represents chief at meetings & coordinates park activities with other division & offices.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; inventory control; supervisory principles/techniques; employee training & development; agency & departmental laws, rules & guidelines governing park operations; interviewing; safety practices governing park operations; criminal & civil law dealing with operations of Division of Parks & Recreation, Natural Areas, Watercraft, Wildlife & Recreational trails\*; parks law enforcement (e.g., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure & investigations, handling of prisoners)\*. Skill in operation & maintenance of firearms; operation of motor vehicles. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 12 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or completion of undergraduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 24 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or 48 mos. trg. or 48 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or 6 mos. exp. as Park Manager 3, 22576.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Park Manager 5	22578	EX	01/27/2013	13

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs all activities of Class 5 state park (i.e., rated using ODNR' Park Manager Evaluation Survey & Instrument, developed by Division of Parks & Recreation), coordinates & monitors budgetary & fiscal operations, establishes goals & priorities (e.g., park development, landscaping, preventative maintenance, human resources planning), monitors concession operations, monitors maintenance & submission of records & reports, coordinates work performed in park & supervises assigned staff.

Supervises, plans, directs & monitors employees in park maintenance (e.g., facility, roads, trails, grounds, equipment), inspects park facilities & equipment to insure safe & proper operations, implements & promotes safety procedures & monitors maintenance of equipment inventory.

Coordinates law enforcement activities, provides for security & control of facilities, provides visitor assistance, (e.g., emergency assistance, first aid, vehicle assistance, weather warnings, information), enforces park rules & regulations & serves as law enforcement official (e.g., patrols park, gives warnings, issues citations, makes arrests, coordinates investigations).

Coordinates park programs & special events (e.g., marathons, ski clinics, hikes), presents recreational &/or career opportunity programs to organizations (e.g., schools, civic groups, churches); holds staff meetings, attends regional park meetings, in-service training seminars &/or conferences, represents chief at meetings & coordinates park activities with other divisions & offices.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; supervisory principles/ techniques; departmental & state laws, rules & guidelines governing park operations; interviewing; civil & criminal laws, rules & regulations governing operations of division of Parks & Recreation, National Areas, Watercraft, Wildlife & Recreational Trails\*; interviewing; parks law enforcement (i.e., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure & investigations, handling of prisoners)\*. Skill in operation of patrol vehicles; operation of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 18 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or completion of undergraduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 30 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or 54 mos. trg. or 54 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or 6 mos. exp. as Park Manager 4, 22577.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; works outside exposed to weather.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Park Manager 6	22579	EX	01/27/2013	14

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Directs all activities of Class 6 state park (i.e., rated using ODNR' Park Manager Evaluation Survey & Instrument, developed by Division of Parks & Recreation), develops, coordinates & monitors budgetary & fiscal operations, establishes goals & priorities (e.g., park development, enforcement, maintenance, human resources planning), monitors concession operations, monitors maintenance & submission of records & reports, coordinates work performed in park, supervises assigned staff, serves as team leader & coordinates activities & sharing of equipment & personnel resources within regional park operations.

Plans, directs & monitors park maintenance operations (e.g., facility, roads, trails, vehicles, grounds, equipment), inspects park facilities & equipment to insure safe & proper operations, implements & promotes safety procedures & monitors maintenance of equipment inventory; monitors employees' activities.

Coordinates law enforcement activities, provides for security & control of facilities, provides visitor assistance, (e.g., emergency assistance, first aid, vehicle assistance, weather warnings, information), enforces park rules & regulations & serves as law enforcement official (e.g., patrols park, gives warnings, issues citations, makes arrests, coordinates investigations).

Coordinates park programs & special events (e.g., campouts, festivals, hikes), presents recreational &/or career opportunity programs to organizations (e.g., schools, civic groups, churches); holds staff meetings, attends regional park meetings, in-service training seminars &/or conferences, represents chief at meetings & coordinates park activities with other divisions & offices.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of budgeting; supervisory principles/ techniques; departmental & state laws, rules & guidelines governing park operations; interviewing; civil & criminal laws, rules & regulations governing operations of division of Parks & Recreation, National Areas, Watercraft, Wildlife & Recreational Trails\*; interviewing; parks law enforcement (i.e., patrolling & enforcement techniques, laws of evidence, methods of arrest, search & seizure & investigations, handling of prisoners)\*. Skill in operation of patrol vehicles; operation of firearms. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; prepare & deliver speeches before specialized audiences & general public; demonstrate physical fitness.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of graduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 24 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or completion of undergraduate major core program in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file; 36 mos. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s).

-Or 6 yrs. trg. or 6 yrs. exp. in a natural resources related field, business administration, criminal justice or related field commensurate with program area(s) to be assigned as outlined per approved position description on file.

-Or 18 mos. exp. as Assistant Park Manager 3, 22572.

-Or 12 mos. exp. as Park Manager 4, 22577.

-Or 6 mos. exp. as Park Manager 5, 22578.

NOTE: If assigned to work as park officer, must also hold Ohio Peace Officer Training Council certificate. For positions assigned to perform law enforcement duties, applicants must successfully pass background check by appointing authority which includes polygraph, psychological & medical examination. Applicant must demonstrate physical fitness as outlined in department directive. Final applicant accepted for position will be required to submit to urinalysis to test for illegal drug

use prior to appointment. Applicant with positive test result will not be offered employment per Section 123:1-76-09 Ohio Administrative Code.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Employees assigned to perform law enforcement activities must maintain agency required physical condition as outlined by department directive & pass any required medical examinations; must qualify semi-annually with firearms & related equipment; must maintain OPOTC certification.

**UNUSUAL WORKING CONDITIONS:**

On call 24 hrs., 7 days per week; works outside exposed to weather.