

**CLASS TITLE: ADMINISTRATOR, BUREAU
OF NATURAL RESOURCES & PARKS (DEM)**

Class Code: 02551500

Pay Grade: 42A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To plan, organize, direct and administer a statewide program of operation and maintenance of State parks, historic sites, State beaches and other recreation areas; to be responsible for a statewide program of water safety and recreational safety; to assist the Deputy Director in the formation and implementation of policies and procedures, and to make recommendations as to legislation and regulations as they relate to the Bureaus' objectives and priorities; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Deputy Director, Department of Environmental Management with considerable latitude for the exercise of independent judgement; work is reviewed through internal meetings and the review of reports for conformance to law, rules and regulations and policies.

SUPERVISION EXERCISED: Plans, assigns, coordinates, directs and reviews the work of an administrative, management, professional, technical and support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, direct and administer a statewide program of operation and maintenance of State parks, historic sites and, State beaches and other recreation areas.

To be responsible for a statewide program of water safety and recreational safety.

To assist the Deputy Director in the formation and implementation of policies and procedures, and to make recommendations as to legislation and regulations as they relate to the Bureaus' objectives and priorities.

To plan, direct, coordinate and review the work of a staff engaged in the operation and maintenance of the facilities and premises of state parks, beaches and other recreational areas.

To plan, direct, coordinate and review the inspection and enforcement of laws and rules relating to parks and recreational locations and facilities including the existence of proper safety methods and devices for the protection of bathers and swimmers.

To prepare the annual budget request for the division, and to monitor, control and authorize all expenditures, ensuring they align with the Bureau's fiscal priorities.

To maintain records of receipts collected from concessionaires and fees paid by the public for use of park and recreation facilities.

To be responsible for all of the bureau's physical resources, including the efficient maintenance and repair of equipment and facilities and the efficient and equitable distribution of equipment and materials.

To make recommendations to the department's planning section for improvements to existing parks and recreation facilities.

Coordinates activities involving the State parks system with other internal departments and divisions as well as external entities to include private organizations, businesses and citizen groups.

As required, to make public addresses describing the functions and operation of the Division, and to prepare articles for publication and distribution.

To prepare correspondence and reports as required by the Deputy Director.

To attend public meetings and conferences and represent the Department.

To supervise the recruitment, placement, and administration of the seasonal employment requirements of the Division.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of public park administration, operation and maintenance; a working knowledge of landscape beautification; a familiarity with the principles and practices of forestry and horticulture; a familiarity with the various materials and equipment common to the maintenance of parks and recreation sites; the ability to make public addresses and to prepare articles for publication; the ability to prepare the annual budget request; the ability to prepare reports; the ability to plan, coordinate, supervise and review the work of a staff engaged in the operation and maintenance of the division's functions; the ability to develop a sound public relations and education program; the ability to make decisions under emergency conditions; the ability to establish and maintain effective working relationships with other state agencies, representatives of local cities and towns and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's degree in the areas of biology, environmental or natural science, natural resources management, business management, organizational management or related field; and

Experience: Such as may have been gained through: employment in a highly responsible administrative and supervisory position in recreation area and park operations and maintenance.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 26, 1979

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