

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

Class Code: 02551700

Pay Grade: 38A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Administrator, Bureau of Natural Resources & Parks in the administration of a statewide program for the operation and maintenance of state parks, historic sites, state beaches and recreation areas; to assist in the administration of a statewide program of water safety and recreational safety; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Administrator from whom are received general assignments, with considerable latitude for the exercise of independent judgement in the performance of duties; work is reviewed for conformance to law, rules, regulations and instructions.

SUPERVISION EXERCISED: Supervises and reviews the work of management, administrative, professional, technical and support staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Administrator, Bureau of Natural Resources & Parks in the administration of a statewide program for the operation and maintenance of state parks, historic sites, state beaches and recreation areas.

To assist in the administration of a statewide program of water safety and recreational safety.

To assist in the planning, coordination and review of work of staff engaged in the operation and maintenance of the facilities and premises of state parks, beaches and other recreational areas.

To plan, organize, develop and maintain continuous training programs for staff members in the areas of first aid, lifesaving, accident prevention, and other related areas.

To be responsible for evaluating the effectiveness of such programs and the effectiveness of staff members in the performance of duties in such areas.

To be responsible for studying and developing methods of accident prevention, and to make recommendations thereon to the Administrator of the division.

To plan, organize and supervise general recreational programs at state facilities such as fishing, golfing, skiing, swimming, boating, music, picnicking, and other related areas.

To confer with medical authorities and with private or public agencies interested in a program of recreation for the disabled, and to plan, organize and supervise a program of recreation to meet such needs.

To be responsible for supervising the work of recreational safety inspectors engaged in inspecting all camps, camp grounds, bathhouses, bathing resorts, beachside motels or boarding houses, beachside parking areas, swimming pools, other beach and swimming areas, surfing areas, amusement parks and skiing areas which serve all and/or any part of the general public by fee, membership or invitation, for compliance with state laws or regulations governing the adoption of proper safety methods and devices for the protection of the general public.

To be responsible for making frequent inspections of the divisional recreational sites and facilities.

To act in an advisory capacity to local communities on matters relating to recreational planning and safety programs.

To assist the Administrator with the strategic program and budgetary planning for the Bureau to ensure long-term growth and viability of RI State Parks and Beaches to include the oversight of procurement, grants management and contract activities

Direct oversight of all budget planning and budget control for annual operating and capital budgets of each destination park and beach with Park Managers.

In the absence of the Administrator, to act as Administrator when authorized.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of aquatic and other recreational safety programs, practices and procedures; knowledge of public park administration, operation and maintenance; a working knowledge of landscape beautification; a familiarity with the principals and practices of forestry and horticulture; familiarity with the various materials and equipment common to the maintenance of parks and recreation sites; the ability to plan and prepare budgets; a working knowledge of the programs of recreation for the disabled; a working knowledge of the principles and methods of the operation and maintenance of public recreational facilities and areas; the ability to assist in the development of a comprehensive public recreational program for the state, and the ability to assist in the administration of such a program; the ability to plan, organize, develop and maintain a continuous training program for staff members in the areas of first aid, lifesaving and accident prevention; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree in Environmental Science, Conservation, Business Administration, Natural Resources Management or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible supervisory position involving the planning and administration of programs of aquatic and other recreational safety, and/or the planning and administration of statewide parks and recreation programs.

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

Class Revised: August 26, 1979

Editorial Review: 3/15/03

Class Revised: September 16, 2018