

**CLASS TITLE:**

**CHIEF, DIVISION  
OF PARKS AND RECREATION  
(DEM)**

**Class Code: 02551500**

**Pay Grade: 38A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To plan, direct and administer a statewide program of operation and maintenance of state parks, roadside rest areas and picnic sites, historic sites and parkways, and beaches and other recreation areas; to be responsible for a statewide program of water safety and recreational safety; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of the Assistant Director for Operations, with considerable latitude for the exercise of independent judgement; work is reviewed through conferences and review of reports for conformance to law, rules and regulations and policies.

**SUPERVISION EXERCISED:** Plans, directs, coordinates and reviews the work of a staff engaged in the program.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the administration of a statewide program for the operation and maintenance of state parks, roadside rest and picnic sites, beaches and other recreation areas.

To supervise a statewide program for water safety and recreational safety.

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, roadside rest areas and picnic sites, beaches and other recreational areas; the inspection and enforcement of laws and rules relating to public bathing sites and ski areas, to assure existence of proper safety methods and devices for the protection of bathers, swimmers and skiers.

To prepare the annual budget request for the division, and to authorize all expenditures.

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 the maintenance of an inventory of all equipment and materials used by the division.

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

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 Assistant Director.

To be responsible for drafting and implementing divisional policies, rules and regulations.

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 QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, 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: graduation from a college of recognized standing; 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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