

**CLASS TITLE:**

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

**Class Code: 02551700**

**Pay Grade: 34A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To assist the Chief, Division of Parks and Recreation in the administration of a statewide program for the operation and maintenance of state parks, roadside rest areas, beaches and recreation areas, recreational safety; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general direction of the Division Chief, from whom are received general and specific work 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:** Assists in the supervision of the work of field and clerical employees in the Division of Parks and Recreation by planning, directing and reviewing assignments.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To assist the Chief, Division of Parks and Recreation in the administration of a statewide program for the operation and maintenance of state parks and recreation areas, and recreational safety.

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

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 Chief of the division.

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

To confer with medical authorities and with private or public agencies interested in a program of recreation for the handicapped, 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.

In the absence of the Chief, or because of his inability for any cause, to act as Chief, when authorized.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of aquatic and other recreational safety programs, practices and procedures; a working knowledge of the programs of recreation for the handicapped; 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: graduation from a college of recognized standing; 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

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