

## Assistant Park Services Division Supervisor



### General Summary of Classification:

Assists in the administration of division activities and staff of one or more functional areas within a division; engages in programmatic and administrative work relating to the responsibility for the supervision and management of a division's functions; responsibilities include managerial oversight of one or more functional areas of the assigned division; and performs other duties as assigned.

### Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Responsible for the effective supervision of full-time, part-time and temporary/seasonal staff including staff schedules, time cards and leave, performance evaluations, prioritizing and assigning work, and other related activities not limited to selection, training, coaching, disciplinary actions and development; prepares and assigns work orders and does related work to track and report as needed; coordinates the daily activities of the assigned staff in a timely and cost effective manner to ensure the readiness of County-owned site under the purview of the Division of Recreation and Parks for use;
- Assists with the purchasing activities for the assigned functional areas to ensure that all tools, equipment and other supplies necessary to complete operational activities are readily available to staff when needed/used; assists with the development of the budget for assigned functional areas for inclusion within the Division's budget and manages functional areas' operations and expenditures within approved Cost Center Budget; tracks and reports costs, ensures activities are completed within approved budget;
- May meet with community groups and other organizations to discuss use and set-up of sites and properties under the purview of the Division of Recreation and Parks as the sites/properties and use applies to assigned functional areas; partners and liaisons with various community and professional groups with similar targeted goals and interests;
- Performs other duties as assigned.

### Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive working knowledge of the structure and operation of government, community agencies and departments; extensive working knowledge of the division's functions and operations; ability to solve problems in response to a variety of operation and management issues.
- **Technical:** Excellent computer skills with the demonstrated ability to proficiently use typical business software, proprietary systems and applications to complete assigned tasks; ability to synthesize multiple types of complex data and produce easily understood reports and other materials.
- **Communication, Customer Service and Interpersonal:** Excellent written and oral skills with the ability to communicate clearly and accurately, both verbally and in writing, with the County's diverse citizen populations using non-technical language to provide excellent customer service and accurately explain reports containing essential information.
- **Decision-making, and Authority:** Ability to understand and follow complex instructions, policies and data, including federal regulations; makes sound decisions independently, appropriately involving supervisor as needed; excellent organization skills with the demonstrated ability to plan and execute assigned work effectively to successfully complete assigned tasks accurately and in a timely manner within established deadlines; ability to plan, organize, and conduct meetings or training sessions.
- **Leadership:** Supervisory.
- **Environment:** Works in an office setting; may work in various locations based on assigned duties, such as cross training.
- **Physical:** Visual and hearing acuity sufficient to interact accurately with a diverse audience of citizens. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related locations as needed.

### Minimum Education and Experience:

**Education:** Four (4) year degree in a relevant field preferred;

**Experience:** Five (5) years of relevant professional work experience, including at least one (1) year of supervisory experience;

**OR:** Any equivalent combination of education and experience which provides the necessary knowledge, skills and abilities.

### Other Requirements (License, Certifications, Training, etc.):

- Refer to current approved CDP for any additional education, licenses, certifications or other level specific requirements.

### Required of All:

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.