

Position Code 1. PARKMGR1A18N

State of Michigan
Civil Service Commission
 Capitol Commons Center, P.O. Box 30002
 Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) VACANT	8. Department/Agency NATURAL RESOURCES
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) RESOURCE MANAGEMENT
4. Civil Service Position Code Description PARKS AND RECREATION MANAGER 1	10. Division PARKS AND RECREATION
5. Working Title (What the agency calls the position) PARK MANAGER	11. Section ROSE LAKE DISTRICT
6. Name and Position Code Description of Direct Supervisor PARK & RECREATION MANAGER 3	12. Unit Hayes State Park/Lake Hudson/Cambridge Junction/Watkins Lake/Jackson Field Office
7. Name and Position Code Description of Second Level Supervisor STATE ADMINISTRATIVE MANAGER 1	13. Work Location (City and Address)/Hours of Work 1220 WAMPLERS LAKE, RD ONSTED, MI 49625 40 HOURS PER WEEK, WEEKENDS AND HOLIDAYS

14. General Summary of Function/Purpose of Position

The Park and Recreation Manager 1 oversees the work and administers a staff of 1 full-time Park Supervisor, 4 full-time Rangers, 1 permanent intermittent Account Assistant, 3 seasonal Rangers and approximately 20 short term workers. This person performs scheduled and unscheduled inspections of the Unit, checking quality and quantity of work. Competency in leadership skills, safety and maintenance, public relations and financial management is required. This person will regard safety as a personal responsibility and respect the safety of other employees and the public. This work is performed with minimal, long-range direction by the District Supervisor. This employee represents the Division with the legislative, local governmental units and business groups in relation to the administration of State Lands and facilities under his/her jurisdiction.

The purpose of this position is to provide high quality recreational opportunities to the public, while preserving and balancing the protection of the natural resources. The person in this position performs tasks necessary to operate multiple Parks and Recreation Division units on a day-to-day basis in compliance with Department/Division policies and procedures. This position will oversee multiple units that include modern and rustic camping, trails, historic structures, and a boating program in seven counties. The Park Manager will also oversee various programs and facilities as assigned by the District Supervisor.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1 **% of Time 35**

Administration/Financial Management

Individual tasks related to the duty.

- Overall responsibility for the collection, remittance, and reconciliation of all revenue and permits and submitting bank deposits. Responsible for training all Unit employees in the appropriate handling of permits and revenues.
- Prepare financial reports, prepare annual budget, and monitor same throughout the year.
- Authorize expenditures against various accounts while adhering to proper purchasing policies.
- Ensure timely completion and submission of reports, including incidents, employee accident, revenue, activity, financial and other reports as needed.
- Identify, oversee, and coordinate the Unit safety program to ensure compliance. Detect and correct safety risks and hazards to employee, park visitors and boating access site (BAS) users. Formally inspect facilities annually.
- Set priorities for the Units, plan and organize so that the physical, financial, and human resources are used efficiently and for their intended purpose.
- Coordinate and schedule projects with other District Units when specialized equipment is required.
- Prepare Work Item Proposal (WIP) requests. Establish timeline for District project request, follow through with completion. Maintain/update Unit information through the BAS Database and Sigma.
- Oversee and manage lease/concession agreements for various activities within these Units.
- Research, develop and implement various events and activities at the unit as a means of marketing the Unit to increase attendance and revenue.
- Prepare, review, issue and monitor special use permits for a variety of special events and activities within the Recreation Area.
- Inspect Grant-In-Aid facilities.
- Complete and maintain a department inventory of equipment and facilities.
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Duty 2

General Summary of Duty 2 **% of Time 25**

Personnel Management

Individual tasks related to the duty.

- Recruit, screen, interview and select candidates to fill positions.
- Prepare work schedule, assign duties, equipment, and vehicles.
- Evaluate employee work performance through review of work assignment and techniques.
- Approve/disapprove leave requests and overtime; certify time and attendance; conduct annual performance reviews.
- Provide counseling, reprimands, and progressive discipline steps when necessary.
- Oversee, and participate in training for employees. Topics include but are not limited to park and recreation policies, safety, hospitality, right-to-know, proper use of department vehicles and equipment, emergency response.
- Ensures proper labor relations through a thorough knowledge of Civil Service and union approved personnel management rules and techniques.
- Direct and encourage subordinates to provide maximum work effort and maintain a good employee relationship with the park staff.

Duty 3

General Summary of Duty 3

% of Time 20

Public Relations/Customer Service

Individual tasks related to the duty.

- Maintain and develop working relationships with local community to include units of government, service organizations, enforcement agencies, neighbors, press, and special interest groups.
- Represent the Division/DNR at local functions.
- Direct security, enforcement, and emergency response at unit.
- Act as chief liaison between unit and the public.
- Determine appropriate actions in response to written complaints from the public.
- Work with Lansing staff to promote the Units through press releases, events, internet, and other marketing opportunities as appropriate.

Duty 4

General Summary of Duty 4

% of Time 15

Maintenance/Project Management

Individual tasks related to the duty.

- Oversees employees work in the maintenance and project work related to campgrounds, grounds, shelters, buildings, boat launch ramps, parking lots, roads, and other park/boating facilities.
- Direct, schedule, assist and train employees in routine maintenance such as cleaning, mowing, grading, staining, plumbing, electrical, carpentry, and other facility and equipment maintenance.
- Ensure completion of inspections and maintenance of building, wells, septic, electrical, roads and other infrastructure systems.
- Ensure routine and scheduled maintenance is completed on equipment and vehicles.
- Frequently inspect facilities and equipment for visitor and employee safety.
- Work with contractors and Department staff on oversight of construction projects approved by Recreation Division.
- Coordinate and cooperate with Units within the Division and outside the Division to achieve special project goals.
- Work with and set up projects involving volunteers.
- Work with District Planner to determine scope, specifications, estimates of various projects.
- Working knowledge that includes minor carpentry, plumbing and building repair.
- Monitors maintenance and construction activities to make sure they are completed per schedule with the appropriate quality.
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Duty 5

General Summary of Duty 5

% of Time 5

Other duties as assigned

Individual tasks related to the duty.

- Complete other functions related to the accomplishment of the above 4 duties as assigned by the District Manager.
- Participate on District and Division Committees as requested.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

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- Determine maintenance/minor repair requirements to building, grounds, and equipment and assign staff to achieve work goals of each unit.
- Plan, organize, assign, and inspect tasks of employees involving routine and scheduled operations and maintenance at each Unit.
- Manage conflicts among visitors and/or staff; make decisions involving enforcement and security, visitor problems.
- Hiring State Worker 4's, Park and Recreation Rangers, and administrative support, where work is assigned.
- Determine and correct unsafe conditions in the unit that may endanger public and employee safety.
- Budget expenditures within approved Unit allotments.

17. Describe the types of decisions that require the supervisor's review.

- Major equipment repairs.
- Serious incidents.
- Interpretation of ambiguous policies and procedures.
- Matters requiring corrective/disciplinary action within the Unit.
- Emergency budget request requiring District funding.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- On a year-round basis some walking, lifting, bending, carrying, moving heavy objects, climbing, traversing rough terrain-duties consistent with daily operation and maintenance of recreation areas and boating access sites.
- Some exposure to all types of weather conditions, occasional exposure to poison ivy/oak, dust, fumes and smoke and chemicals used during maintenance and construction work.
- Overtime, weekend, and holiday hours and occasional overnight assignments may be required.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	Unit Supervisor 1		Parks and Recreation Ranger E
	Parks & Recreation Ranger A		(Seas) Park and Rec Ranger E
	Account Assistant A		(Seas) Park and Rec Ranger E
	Parks & Recreation Ranger E		(Seas) Park and Rec Ranger E
	Parks & Recreation Ranger E		State Worker 04

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Supervise, direct, and manage the day-to-day operations of Hayes State Park, Lake Hudson Recreation Area, Cambridge Junction Historic State Park, Watkins Lake State Park and Jackson Field Office campgrounds, boating access sites and various concession contracts. This includes facility and site maintenance, equipment operation and maintenance, project management, budget management, and public security issues. Other duties include the hiring of full-time and seasonal positions for the unit, public relations, employee training, revenue handling, operation of an effective safety program, and natural and cultural resource stewardship.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No PD on file – Please update PD.

25. What is the function of the work area and how does this position fit into that function?

These Park and Recreation Division work areas provides natural resources and amenities for a variety of public recreation activities. The duties of this position are to oversee the day-to-day operations of the area to ensure natural, cultural, and historic resource protection as well as a safe and hospitable environment for the pursuit of recreational and educational activities. The duties of this position ensure that tasks necessary to operate these units on a day-to-day basis are done in compliance with Department and Division policies, procedures, and standardized operation practices.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Bachelor's degree in park management, park administration, natural resources management, resource management, or park and recreation resources.

EXPERIENCE:

Three years of professional experience in the research and analysis of park development, park management issues, or water sites and their development.

Alternate Education and Experience: Educational level typically acquired through completion of high school and ten years of parks and recreation experience, including six years of park supervisor experience gained external to state classified service. (Bachelor's degree in park management, park administration, natural resources management, resource management, or park and recreation resources may be substituted for up to two years of the required park and recreation supervisor experience)

OR

Educational level typically acquired through completion of high school and eight years of parks and recreation experience, including three years of Park and Recreation Supervisor 10 level experience. (Bachelor's degree in park management, park administration, natural resources may be substituted for up to two years of the required park and recreation supervisor experience.)

OR

Educational level typically acquired through completion of high school and eight years of parks and recreation experience, including four years of Park and Recreation Supervisor 9 level experience or above. (Bachelor's degree in park management, park administration, natural resources management, resource management, or park and recreation resources may be substituted for up to two years of the required park and recreation supervisor experience.)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the rules of the MDNR, regulations, policies, and procedures pertaining to the operation and management of state recreation areas, and water sites.
- Knowledge of budget and revenue reporting process, employee policies and procedures and personnel and office management.
- Ability to formulate park policies, procedures, rules, and regulations.
- Ability to instruct, direct, and evaluate employees.
- Be a self-starter, have good communication skills (both written and verbal) and be a team builder.
- Must have the ability to determine work priorities, allocate tasks and provide follow up in a timely manner to ensure scheduled project completion dates are met.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan Driver's License

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date

NOTE: Make a copy of this form for your records.