

## **PARK MANAGER**

**DEFINITION:** Under general supervision, performs work of moderate difficulty providing on-site management and administration of large park operations within the Navajo Nation; supervises assigned staff; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Plans, directs and manages the overall operations of assigned park including maintenance, park protection, interpretation and fee collection activities; assists in the development and administration of short and long term plans and annual budget, accounting and expenditure controls; develops and implements internal control mechanisms, procedures and guidelines; develops and evaluates goals and objectives; assures park operations are in accordance with applicable standards, policies and procedures.

Supervises, assigns and reviews work of assigned staff; oversees personnel matters, staffing and employee development; conducts employee performance appraisals and takes appropriate action when needed; communicates park activities through reports, presentations and meetings; provides technical assistance to other parks on implementing service activities, interpreting relevant policies, procedures and standards; conducts research and analysis of proposed park services; attends meetings; represents park/department in both public and private meetings.

Establishes and maintains business relationships with tour operations, commercial filming companies, tribal officials, governmental representatives and the public; performs diverse administrative duties including writing of correspondence and reports, approving and processing forms, development of proposals and presentations and special assignments as required; procures office and operational supplies and equipment.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of modern principles and practices of parks and recreation administration, supervision and personnel management procedures and practices.

Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations and workplace safety related to park operations.

Knowledge of budget, cash collection and reporting systems, service delivery analysis, short and long range planning and performance measures.

Knowledge of park operational and maintenance needs, organizational mission and client service requirements.

Skill in developing and analyzing service delivery systems, procedures and controls budgets and forecasts.

Skill in researching and developing documents and reports, short and long term plans.

Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff.

Skill in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

Skill in the interpretation and analysis of legal and quasi-legal documents including tribal, federal and state regulations relating to park operations and work place safety.

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**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort primarily in an office setting with occasional work in the parks or remote work sites.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Parks and Recreation, Leisure Service Management or closely related field; and three (3) years of park operations related experience, two (2) of which must have been in a supervisory capacity.

**PREFERRED QUALIFICATIONS:**

- A Bachelor's degree in Natural Resources.

**SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.