

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3703 **TITLE:** PARK MANAGEMENT SPECIALIST II **GRADE:** S-30

DEFINITION:

Under administrative supervision, to manage and direct the operations of a major component which is characterized by wide diversity in the scope of activities conducted at multiple-site, County-wide locations; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Park Management Specialist II class is distinguished from Park Management Specialist I in that Park Management Specialist II positions manage and direct the most diverse of revenue-producing components with the highest number and type of activities and programs such as overall management of all the Park Authority's recreation centers. Park Management Specialist I positions manage and direct County-wide operations but with less scope in the diversity and number of programs, such as all historic sites County-wide.

ILLUSTRATIVE DUTIES:

Plans and directs the operations and activities of a number of sites which offer a wide variety of activities and programs;
Develops long-range goals and strategic plans;
Prepares annual operating objectives and monitors progress toward these objectives;
Analyzes prior years' expenditures and revenues and compiles, reviews and submits the operating budget;
Reviews and prioritizes capital improvement budgets and estimates the costs of new and/or renovated facilities;
Serves as a member of the division senior management team which includes participating in the formulation of policy and advising on decision-making at the division level;
Develops management indicators for budget development and evaluation of organizational performance;
Analyzes programs' use patterns and performance compared to goals, reports the results and recommends improvements;
Identifies operational deficiencies and projects operational requirements for new and expanded facilities;
Reviews and approves policies and procedures and implements or recommends changes as appropriate;
Evaluates suggestions for new programs and for improvements to existing programs;
Supervises and counsels subordinate personnel and provides for training and career development;
Establishes performance standards and evaluates the performance of subordinate personnel.

KNOWLEDGE SKILLS AND ABILITIES:

Knowledge of the principles and practices of park and recreation management;
Knowledge of the principles and methods of organization and management;

Knowledge of the principles and practices of public administration;
Ability to plan and coordinate the work of subordinate personnel;
Ability to supervise, evaluate and counsel employees;
Ability to analyze programs and evaluate their performance against established objectives;
Ability to prepare clear, concise financial and administrative reports;
Ability to evaluate, refine and consolidate budget requests;
Ability to use a personal computer, applicable software and peripheral equipment;
Ability to work effectively in a group of both peers and subordinates;
Ability to keep abreast of developments in the field;
Ability to establish and maintain effective working relationships with employees and the public.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to the following:
Graduation from an accredited four-year college or university with a degree in recreation and park management or other closely related field; PLUS
Five years of progressively responsible experience in park-related work, including responsible administrative/managerial experience, preferably in the applicable functional area.

CERTIFICATES AND LICENSES REQUIRED:

Motor vehicle operator's license.

REVISED: March 19, 1998
ESTABLISHED: January 12, 1987