

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3705 **TITLE:** PARK MANAGEMENT SPECIALIST I **GRADE:** S-28

DEFINITION:

Under administrative supervision, to manage and direct the operations of a homogeneous section within a division of the Park Authority which has County-wide responsibility for a specific functional area or group of sites such as historic sites/nature centers, maintenance districts (areas), stewardship/special projects or marketing programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Park Management Specialist I positions are distinguished from Park Specialist IV positions in that Park Management Specialist I positions typically direct major functions or groups of functions which operate County-wide and are diverse in scope of activities. Park Specialist IV positions generally direct local operations at a single location such as a large recreation center or a group of recreation parks. The Park Management Specialist I class is distinguished from Park Management Specialist II in that the Park Management Specialist II directs the overall functioning of a major operation at multiple sites with diverse revenue-producing activities and programs and a greater variety of customer needs.

ILLUSTRATIVE DUTIES:

Develops long-range goals and strategic plans;
Prepares annual operating objectives and monitors progress toward these objectives;
Serves as a member of the division management team and interdivisional teams;
Reviews program budget expenditures and budget requests;
Prepares and submits a consolidated budget to the appropriate approving authority;
Develops management indicators for budget development and evaluation of organizational performance to goals;
Develops, implements and evaluates policies and procedures and implements or recommends changes;
Ensures that all data necessary for the functioning and management of the organization is stored and retrievable;
Supervises, evaluates and counsels subordinate personnel and provides for training and career development;
Analyzes programs' use patterns and performance to goals, reports the results thereof and recommends improvements and changes;
Evaluates suggestions for new programs and improvements to existing programs;
Prepares periodic reports concerning organizational activities and accomplishments.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of the assigned speciality area within parks and recreation;
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 new 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 pertinent related field; PLUS
Four years of experience in work related to parks or recreation, 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