

CLASS SPECIFICATION
Park Ranger Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under direction, plans, schedules, assigns and supervises the work of Park Rangers engaged in the enforcement of City rules and regulations and municipal and state codes relating to park usage; participates in the development of the bureau's public safety and security programs for parks and recreation facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

With guidance and direction from the Parks Security Manager, this class has the primary responsibility for coordinating, scheduling and supervising the City's regular and seasonal, part-time Park Ranger staff. The incumbent is responsible for implementing the unit's goals, objectives and work plans, supervising staff and directing day-to-day activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.
3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, schedules, coordinates, supervises and evaluates the activities and personnel of the Park Ranger and park security programs; ensures Park Ranger staff properly and effectively enforce rules and regulations pertaining to park usage.

5. Participates in the recruitment, selection and training of Park Rangers; plans, directs and implements training programs for Park Rangers.
6. Trains Park Rangers in the delivery of educational programs for park users.
7. Assists Park Rangers in responding to emergencies and other incidents.
8. Investigates and resolves citizen complaints.
9. Requisitions and inventories equipment, uniforms and supplies for Park Rangers.
10. Meets and confers with other bureau personnel, law enforcement agencies, community groups and citizens to obtain input on park and recreation facilities' public safety and security issues and to explain bureau policies, procedures, guidelines and programs.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Federal, state and local laws, ordinances, codes and regulations applicable to public safety and security in a large municipal parks program.
2. The laws of search, seizure and arrest.
3. Supervisory principles and practices, including training and work evaluation.
4. City personnel rules, policies and procedures.

Ability to:

1. Understand, interpret, explain and apply City policies and procedures.
2. Establish and maintain effective relationships with those encountered in the course of the work.
3. Communicate effectively orally and in writing.
4. Understand and follow written and oral instructions.
5. Maintain accurate records and prepare clear and concise reports.
6. Apply practical judgment and critical reasoning to enforcement and information-gathering situations.
7. Deal tactfully and effectively with the public.
8. Plan, schedule, train and supervise a large staff of seasonal, part-time personnel.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level course work in law enforcement, criminal justice, public or business administration, or a closely related field; and three years of Park

Ranger or other law enforcement experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Ability to obtain State of Oregon certification as an unarmed security officer within 60 days of hire.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised: 10-23-08 Added unarmed security officer certification requirement.

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002.

June 2009 - Change Job Class number from 7825 to 30000757, due to system change.