

CITY OF BAKERSFIELD
57465

CLASS SPECIFICATION:
UNIT: MANAGEMENT
EEO4: OFFICIALS/ADMINISTRATORS

CLASS TITLE: PARK RANGER MANAGER

CLASS SUMMARY:

Under general direction of the Assistant Director of Recreation & Parks, manages, supervises, plans, and administers the day-to-day operations of the Park Ranger Division to enforce the application of city ordinances, government codes, and state laws related to the use of parks and public facilities of the city; and performs related work as required.

REPRESENTATIVE DUTIES:

The following typical tasks and responsibilities are representative of all positions in the class. They are descriptive, not limiting.

Essential Duties:

- Plans, organizes, coordinates, administers and directs the work, training and development and discipline of the Park Ranger Division;
- Coordinates the work of the division with other City divisions and departments, outside agencies or concerned citizen groups; ensures compliance of division activities to pertinent codes, regulations and guidelines; monitors developments related to division activities, evaluates impact and implements policy and procedure improvements;
- Provides technical assistance to staff; prepares and maintains written reports, records and correspondence;
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Division;
- Prepares or directs the preparation of a variety of studies and reports related to current and long-range City needs and develops specific proposals to meet them;
- Prepares and administers the division budget;
- Supervises the investigation of complaints, preparation and processing of appropriate corrective orders and acts;
- Addresses difficult compliance cases regarding municipal code provisions and effectively communicates City regulations to City officials and the public relating to city park rules, city ordinances, and state laws;
- Prepares or reviews reports for the City Manager, boards, commissions and other organizations;
- Works closely with public and private organizations or individuals to explain or coordinate proposed programs;
- Promotes good public relations in responding to public complaints, concerns and inquiries;

CLASS TITLE:**PARK RANGER MANAGER (continued)**

- Manages the development of goals and objectives for programs. Recommends and administers policies and procedures;
- Identifies opportunities for improving service delivery methods and procedures; develops systems to enhance efficiency;
- Serves on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence; responds to council, staff, media and the public as appropriate;
- Assists in the review and modification of City ordinances pertaining to the use of parks and public facilities.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Assistant Director of Recreation & Parks in that it has responsibility for the day-to-day operations, whereas the Assistant Director's focus is on long-range planning, and policy development for the entire division. This class is distinguished from the supervisory category, Park Ranger Supervisor, in that the supervisors are responsible for direct supervision of an operational unit, whereas the Manager is responsible for all the sections within the division.

MINIMUM QUALIFICATIONS:**Knowledge of:**

- Public administration principles and methods including goal setting, policy and procedure development and implementation;
- Employee supervision including work scheduling, selection, training, evaluation, and discipline;
- Budget development and administration;
- State Health and Safety Codes, Principles in General Law Enforcement, and Bakersfield Municipal Code pertaining to parks use; laws and ordinances related to Search and Seizure arrest and control techniques;
- Legal documents and affidavits, police reports, inspection and abatement warrants; legal and courtroom procedures; right-of-entry; due process;
- Effective principles of conflict resolution;
- Collection and analyses of evidence; equipment and procedures used to issue citations or warnings; State and local enactments governing public land, use, and occupancy;
- Personal computer applications related to work.

Ability to:

- Establish priorities, set goals and objectives and effectively manage projects and programs;
- Develop and evaluate staff and provide for their training and professional development;
- Analyze complex problems and prepare effective solutions;
- Establish priorities, set goals and objectives and effectively manage projects and programs;

CLASS TITLE: PARK RANGER MANAGER (continued)

- Intervene in the more difficult and complex cases;
- Assist in the development of policies, procedures, and training;
- Assist in the preparation and administration of division budget;
- Interpret and enforce regulations with firmness, tact, and impartiality;
- Navigate volatile enforcement issues with diverse stakeholders in a tactful manner and reach equitable solutions.
- Effectively communicate orally and in writing;
- Conduct meetings including preparing and presenting pertinent information;
- Devise and effectively prepare and present reports and recommendations;
- Establish and maintain effective working relationships with City officers, employees, and the public;
- Represent the City effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.

Training and Experience:

- Graduation from an accredited college or university with a bachelor's degree in business or Public Administration, Code Enforcement, Police, other Law Enforcement position or closely related field; **AND**
- Five (5) years of progressively responsible experience interpreting, applying and enforcing municipal codes, and other related City codes regarding park use, public lands, city owned buildings, inoperable vehicles, noise, litter, sanitation, weeds and/or other public nuisance code provisions, including three (3) years at a supervisory level; **OR**
- An equivalent combination of training and experience which provides the capabilities to perform the described job duties.

Licenses, Certificates or Special Requirements:

- Possession of valid Class "C" California driver's license;
- Possession of CPR and First Aid Certification;
- Possession of PC832 course Certificate;
- Possession of Chemical Agents and Basic Baton Course Certifications;
- Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check.

Physical Conditions and Special Working Conditions:

- Standard office environment and working conditions; however, must be willing to work outdoors in all weather conditions and make field inspections.
- May include nights, weekends and holidays.

Approved by the Miscellaneous Civil Service Board: June 20, 2023

Approved by the City Council: