**Class Summary**

The responsibilities of this classification include performing the day-to-day supervision of a workgroup and interacting with the public to promote safe and secure parks and effective customer service for all park users. Incumbents consult management on the most complex and/or sensitive personnel and safety issues.

**Distinguishing Characteristics**

This is the second level in a two-level classification series. This classification is distinguished from the Park Ranger in that incumbents in the Park Ranger Supervisor classification are responsible for the work unit's overall performance, budget, and programmatic oversight.

The Park Ranger series is distinguished from the Parks Specialist classification series in that the Parks Specialists are responsible for planning and maintaining the physical integrity of park areas, while Park Rangers liaise with community members, park users, and staff.

**Examples of Duties**

*In addition to the duties of the Park Ranger classification, the Park Ranger Supervisor will:*

1. Plan, organize, schedule, and coordinate daily work activities of assigned work unit; prepare work schedules and staffing plans.
2. Identify training and development needs of assigned work unit; provide or assure staff training.
3. Assist in budget preparation; monitor monthly and annual budget expenditures; authorize purchases and code invoices.
4. Develop and recommend policies and procedures for the work unit.
5. Ensure safe workplace practices and compliance with safety reporting requirements in accordance with county, state, and federal requirements.
6. Organize, prepare, and maintain records and reports to ensure that the work is accomplished in accordance with established goals and objectives; attend meetings with management to discuss work projects, schedules, and timelines.
7. Monitor work quality and quantity; provide input and/or prepare performance appraisals to evaluate staff; issue written reprimands and letters of counseling and/or recommend further disciplinary actions to higher-level management when necessary.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of accepted supervisory principles and practices

Knowledge of occupational hazards and safety precautions

Knowledge of park rules and codes; ability to learn and apply overlapping authorities, rules, and regulations

Knowledge of conflict mediation techniques

Knowledge of crisis intervention methodologies, tools, and/or resources

Skill in budget monitoring and administration

Skill in assigning, coordinating, and supervising the work of employees

Skill in communicating effectively, both orally and in writing

Ability to ride a bicycle and follow appropriate safety procedures

Ability to traverse differing terrains and to walk long distances in the course of duties

Ability to effectively recognize and report unsafe conditions, threats, or community members in crisis

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office Suite

**Licensing, Certification and Other Requirements**

Washington State Driver’s License

CPR and first aid certification

Additional licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 5 |
| **Levels within same series** | Park Ranger, Park Ranger Supervisor |
| **Class History** | 05/2024 - Created |