

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1573100

Park Manager 1, Grade 18	1573100
Park Manager 2, Grade 21	1573200
Park Manager 3, Grade 23	1573300

Brief Description of Class Series

Park Managers plan, direct, and coordinate the operations, recreation activities and facilities, maintenance, programs, and non-Park Police related security at an assigned park or group of parks. Parks vary considerably in size, utilization, and facilities, with diverse features such as beaches, swimming pools, tennis courts, campsites, marinas, performing arts venues, picnic sites, pavilions, environmental exhibits, athletic fields and buildings, restaurants, boating and hiking, skiing, and riding trails.

These positions are primarily classified in the regional/district operations of the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

The level of a Park Manager position is primarily determined by comparing its capacity, utilization, and dollar amount of expenditures with those of other parks. Other contributing factors used to determine appropriate level may include public-private partnerships, environmental sensitivity, existence of constituency groups, level of organized programming, and other unique park characteristics.

Park Manager 1, 2, and 3: positions classified to serve as the principal management position at a park or serve as second-in-command to a higher-level Park Manager.

Related Classes

Golf Course Managers manage the maintenance, rehabilitation, and operations at a golf course, including recreational facilities, programs, and activities operated in conjunction with the course.

Historic Site Managers manage, supervise, and maintain historic sites and collections at the sites and develop and supervise programs and activities related to the sites to which they are assigned.

Parks Supervisors 1 either serve as second-in-command to a Park Manager or Historic Site Manager or serve as a crew chief over a staff of at least five full-time equivalent semiskilled and unskilled permanent, temporary, or seasonal workers.

Park Supervisors 2 either serve as first-in-command for the smallest facilities or supervise the activities and staff of a major area, operation, or program within the largest facilities; supervise program staff and skilled, semiskilled and unskilled permanent, temporary, or seasonal workers.

Illustrative Duties

Park Manager 1, 2, and 3

Plans and supervises maintenance and operations at an assigned park or group of parks.

Inspects and evaluates facilities to determine need for and to plan routine or emergency maintenance and major capital improvements.

Works with regional and agency staff on park development plans.

Develops budgets and schedules for maintenance and repair projects and assigns staff and materials to meet these needs.

Regulates the use of park facilities by determining the operating schedule of facilities based on anticipated demand, special group requests, and facility capacity and conditions.

Reviews and approves expenditures and prepares and administers the budget.

Supervises the collection, security and disposition of park revenue.

Prepares a variety of administrative and financial reports.

Recruits, trains, schedules, supervises and evaluates staff, including special program workforces, such as inmate crews.

Develops and implements new recreational and environmental interpretation programs and special events.

Promotes the park and its programs with the public and with community and educational groups.

Works in partnership with the broader community for the benefit of the park and surrounding area.

Investigates complaints and resolves them or forwards findings to regional management.

Develops, implements and coordinates emergency preparedness and response procedures for patrons and employees and documents all emergencies and expenditures.

Inspects park concessions and facilities for compliance with health and safety standards and contract specifications.

Ensures safety of patrons and employees including water safety.

Investigates accidents and takes corrective actions.

May assist in conducting repairs and maintenance activities.

Ensures the park rules and regulations are followed by staff and patrons.

Minimum Qualifications

Park Manager 1

Promotion: one year of service in a position at or above Grade 10, or two years of service as a Park Worker 3.

Open-Competitive: six years of experience working in a park, recreational facility, or campus, including two as a supervisor, in any two of these functional areas: administration (business, personnel, finance); capital or operational planning; recreational programming; public relations/visitor services; maintenance; or environmental education/interpretation; a Bachelor's Degree in environmental education, environmental management, environmental policy, environmental sustainability, forestry, golf course management, historic preservation, horticulture, natural resources management, park administration, park management or recreation management may be substituted for four years of the general experience.

Park Manager 2

Open Competitive: seven years of experience working in a park, recreational facility, or campus including two years of managerial experience; or a bachelor's or higher level

degree in environmental education, environmental management, environmental policy, environmental sustainability, forestry, golf course management, historic preservation, horticulture, natural resources management, park administration, park management or recreation management and three years of experience working within a park, recreational facility, or campus including two years of managerial experience.

Promotion: one year of service as a Park Manager 1, Historic Site Manager C, Recreation Complex Manager 1, Recreation Complex Manager 2, Golf Course Manager 2, Assistant Golf Course Superintendent, Golf Course Superintendent 1, Building Restoration Specialist, Maintenance Supervisor 3, Maintenance Supervisor 4, or Regional Park Maintenance Supervisor.

Park Manager 3

Open Competitive: eight years of experience working in a park, recreational facility, or campus including three years of managerial experience; or a bachelor's or higher in environmental education, environmental management, environmental policy, environmental sustainability, forestry, golf course management, historic preservation, horticulture, natural resources management, park administration, park management or recreation management and four years of experience working within a park, recreational facility, or campus including three years of managerial experience.

Promotion: one year of service as a Park Manager 2, Historic Site Manager B, Recreation Complex Manager 2, Golf Course Superintendent 2, or Maintenance Supervisor 4; or two years of service as a Park Manager 1, Park Manager 2, Historic Site Manager C, Historic Site Manager B, Recreation Complex Manager 1, Recreation Complex Manager 2, Assistant Golf Course Superintendent, Golf Course Superintendent 1, Golf Course Superintendent 2, Golf Course Manager 2, Maintenance Supervisor 4, Maintenance Supervisor 3, Building Restoration Specialist, or Regional Park Maintenance Supervisor.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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Parenthetic Attachment:

Park Manager 3 (Arboretum): positions in this class function as second-in-command of Planting Fields Arboretum in the Long Island Region. Incumbents are responsible for the operation, maintenance, programming and administration of Planting Fields Arboretum.

Minimum Qualifications

Park Manager 3 (Arboretum)

Non-Competitive: bachelor's degree in botany, dendrology, horticulture, or a closely related field and four years of experience in the planning and maintenance of an arboretum, including two years in an administrative/management capacity or an equivalent combination of education and experience. Experience must include the propagation, acquisition, and identification of plant species, design and construction of floral exhibits, public relations, inventory procedures, and preparation and presentation of educational materials. Master's degree in a closely related field may be substituted for one year of experience.