

## New York State Department of Civil Service

### DIVISION OF CLASSIFICATION & COMPENSATION

**Occ. Code 1594100**

<b>Park Operations Manager 1, M-1</b>	<b>1594100</b>
<b>Park Operations Manager 2, M-2</b>	<b>1594200</b>
<b>Park Operations Manager 3, M-3</b>	<b>1594300</b>
<b>Park Operations Manager 4, M-4</b>	<b>1594400</b>
<b>Park Operations Manager 5, M-5</b>	<b>1544500</b>

#### Brief Description of Class Series

Park Operations Managers plan, direct, and coordinate the operations, recreation activities, maintenance programs, and security for multiple parks within a region; serve as assistant regional managers; and at the Park Operations Manager 5 level direct statewide programmatic operations. These positions supervise lower level Park Operations Managers, Park Managers, Regional Park Maintenance Supervisors, and/or Historic Site Managers within a region and have a variety of regional administrative responsibilities, such as budgeting, personnel, labor relations, regional facilities maintenance, and the regional public relations program.

These positions are classified only in the Office of Parks, Recreation and Historic Preservation (OPRHP).

#### Distinguishing Characteristics

The level of classification is distinguished by the scope of the park or parks assigned and the administration and management responsibilities performed to oversee those parks.

*Park Operations Managers 1:* are responsible for the day-to-day administration, supervision, and management of a large park or several parks within a region.

*Park Operations Managers 2:* are assigned to the largest and most complex parks or groups of parks in a region. In the Niagara Region, a Park Operations Manager 2 is assigned to manage Niagara Falls State Park as well as several smaller parks.

*Park Operations Managers 3:* assistant regional managers; oversee the administration of all parks and historic sites located in an assigned region. In the Long Island Region Park Operations Managers 3 are assigned to manage the Jones Beach State Park complex and Bethpage State Park, which have five golf courses, including

region-wide responsibility for consulting with other Long Island Region parks having golf operations and related programmatic activities.

*Park Operations Managers 4:* assistant regional managers for the Long Island, Niagara and Palisades Regions; report to Regional Directors Parks and Recreation 2 and 3 and oversee the operational management of all parks and historic sites in these three large and complex regions.

*Park Operations Manager 5:* is a one-position class; assigned to the Albany Office and oversees the operations for multiple regions and statewide programs; supervises several Regional Director Parks and Recreation, and program/bureau directors in the Albany Office and is a member of the agency's executive staff.

### Related Classes

Park Managers manage, supervise, and maintain park and recreation facilities operated by the Office of Parks, Recreation and Historic Preservation and supervise programs and activities at those facilities.

Historic Site Managers use professional training and experience to manage, supervise, and maintain historic sites and supervise programs and activities related to those sites. They also provide advice and assistance to parks and other facilities with historic structures and landscapes.

Regional Directors Parks and Recreation direct a region's operational programs, recreation activities, engineering, administrative, maintenance, public relations and security programs. The level of Regional Director is determined by the size and complexity of the managed region.

### Illustrative Tasks

*Park Operations Manager 1, 2, 3, and 4:* the level of classification is distinguished by the scope of the park or parks assigned. Park Operations Managers 1, 2, 3, and 4, under the general direction of a Regional Director Parks and Recreation 1, 2, and 3, supervise several Park Managers, Maintenance Supervisors, Historic Site Managers and other program managers at a large park or multiple parks, golf courses, historic sites, and/or arboretums within a region; inspect parks to determine the quality and efficiency of operations; assist in planning improvements and expansions of current park programs and the development of new programs, facilities, and operations; inspect concession operations to ensure accurate prices are posted, food and services meet acceptable standards, facilities are clean, and contract conditions are being met; implement maintenance standards for park facilities and equipment; direct the maintenance, repair, and renovation of park structures, equipment, roads, trails, and grounds; determine maintenance and program priorities based on program needs and

costs; ensure appropriate resources, such as staff, materials, and equipment are available to meet operational needs; assist in the recruitment and training of staff and the allocation of staffing resources; assist Regional Directors Parks and Recreation in preparing and executing the annual budget; prepare written reports on regional operations, programs, and activities; assist Regional Directors with public relations activities, such as providing information to the press, investigating and replying to complaints and taking corrective actions when appropriate, and speaking before community groups; assist Regional Directors in planning for park construction and rehabilitation projects; and perform the full range of supervisory activities, such as evaluating staff performance, approving leave, and signing time cards.

*Park Operations Manager 5:* this position is assigned to the Albany Office and is responsible for the overall management of statewide programmatic operations that include directing the conduct of analytical and/or investigative studies concerning program objectives and policies; making programmatic recommendations for improving operations to executive staff; and overseeing administration of statewide operational activities and programs for assigned regions to ensure that services are provided at optimal levels within budgeted allocations. The Park Operations Manager 5 is a member of the executive staff and manages and oversees Regional Directors Parks and Recreation as well as Albany Office managers with responsibility for statewide programs.

#### Minimum Qualifications

##### *Park Operations Manager 1*

Promotion: one year of service as a Park Manager 3, Park Manager 2, Maintenance Supervisor 4, Historic Site Manager A, or Historic Site Manager B.

##### *Park Operations Manager 2*

Promotion: one year of service as a Park Operations Manager 1, Historic Site Regional Supervisor, Park Manager 3, or Historic Site Manager A.

##### *Park Operations Manager 3*

Promotion: one year of service as a Park Operations Manager 2, Park Operations Manager 1, or Historic Site Regional Supervisor.

##### *Park Operations Manager 4*

Promotion: one year of service as a Park Operations Manager 3.

##### *Park Operations Manager 5*

Promotion: one year of service as a Park Operations Manager 4.

**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 of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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