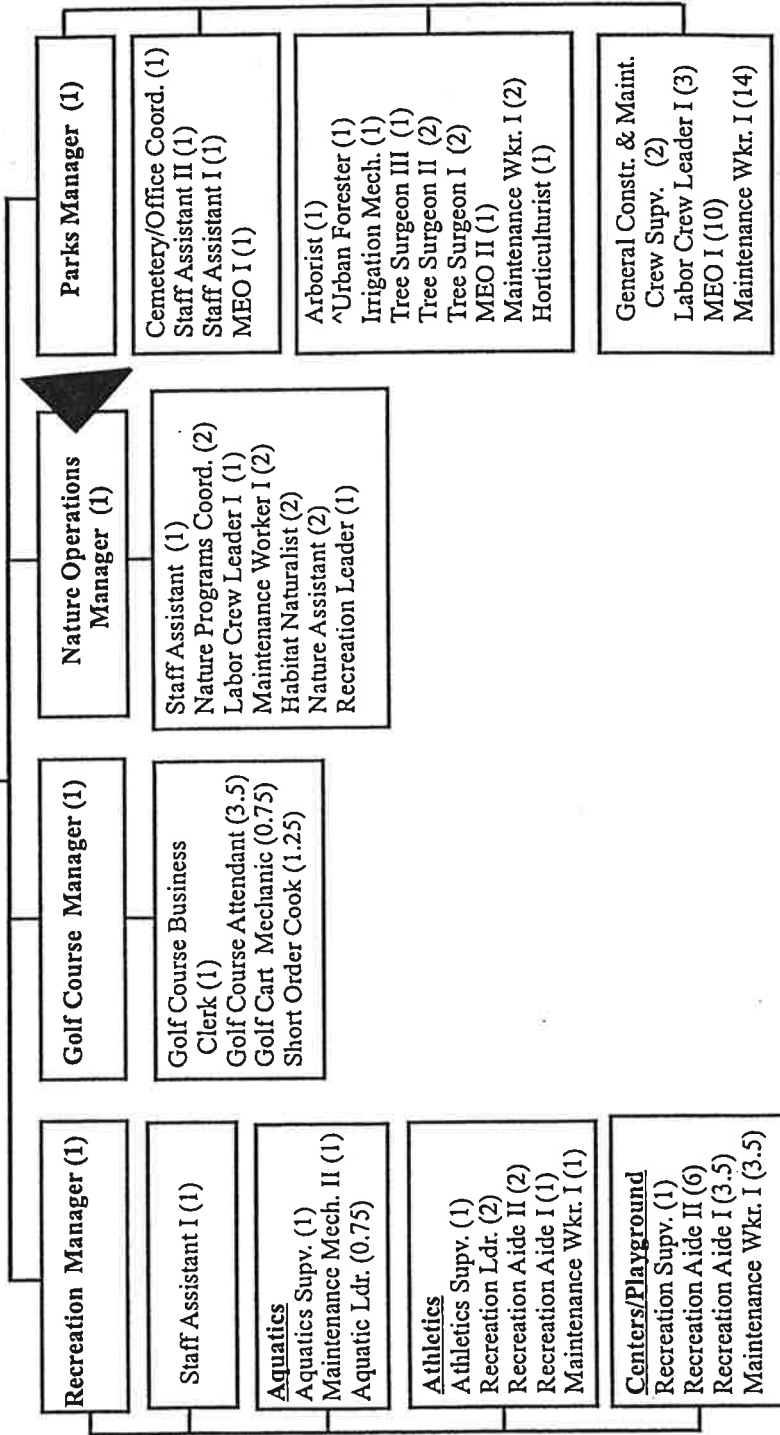


RECREATION & PARKS FY 01-02 ADOPTED ORGANIZATION CHART

Personnel Changes
 Add Short Order Cook (1.25)
 ^Add Urban Forester (1)

**RECREATION & PARKS
DIRECTOR (1)**

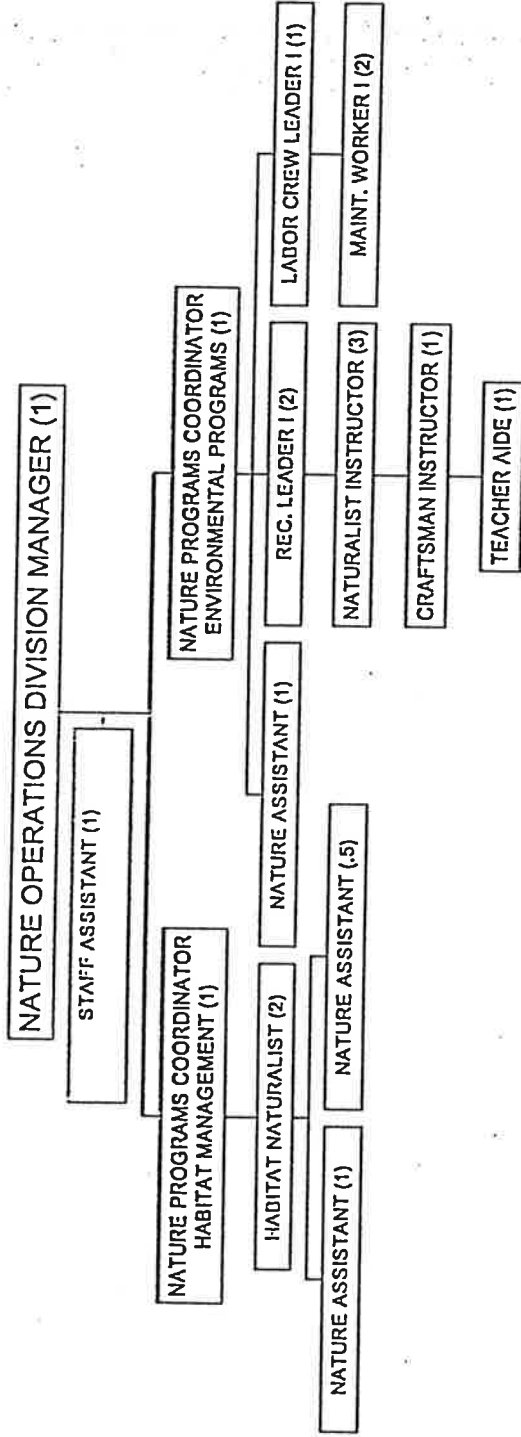
Staff Assistant II (1)
 Account Clerk II (1)



^Change made during FY 1999 and FY 2000
 >Change approved through CCRP

Total Employees - 94.25

NATURE OPERATIONS



NATURE OPERATIONS MANAGER

NATURE OF WORK

This is managerial work planning and administering the programs and activities of the Nature Operations Division.

CLASSIFICATION STANDARDS

The single position allocated to this class reports to a designated supervisor and works under general supervision. Work in this class is distinguished from higher classes by its lack of overall departmental responsibility and from lower classes by its managerial responsibility and emphasis in directing the City's nature programs.

EXAMPLES OF WORK**

ESSENTIAL JOB FUNCTIONS

Plans, organizes, assigns, directs, and supervises staff in varied administrative, public relations, and informational activities associated with Nature Operations. Formulates operational policies related to the administration and implementation of departmental activities.

Directs active, on-going public relations program to obtain community input and support for Nature Operations' programs, events, and exhibits. Oversees preparation of press releases.

Directs gathering and analysis of area natural resources data and develops long range plans for Nature Operations. Investigates and reviews proposals for new nature areas, activities, services, and facilities.

Recommends selection, promotion, discharge, and other appropriate personnel actions.

Initiates or recommends discipline of employees in accordance with applicable bargaining agreements and City policies.

Conducts staff meetings and training programs for assigned personnel.

Maintains close working relationship with local, state, and federal nature organizations and committees and other relevant groups.

Prepares, submits, and monitors annual division budget.

Prepares applications and pursues grant funding for programs, land acquisition, development, and participates in fund-raising activities.

Coordinates various community nature and environmental efforts.

Directs nature facilities' usage based on community involvement. Participates in planning of facility expansion and modification.

Inspects facilities, properties, and equipment to determine safety and maintenance needs.

Supervises facility planning and construction.

Directs and oversees operation of the environmental programming and natural resources management of all City owned properties.

Attends work on continuous and regular basis.

NON-ESSENTIAL JOB FUNCTIONS

Serves as staff liaison on City Advisory Boards and Friends groups.

Develops specifications for purchase of vehicles and equipment.

Attends and participates in meetings of professional associations and organizations.

May act in absence of supervisor.

Oversees training of community volunteers.

May be responsible for enforcing the drug policy, based on physical location and organizational structure.

May be required to supervise employees designated as performing "safety sensitive" functions, for purposes of the Drug Free Workplace Program, depending on job assignment and work location.

Will be required to respond under emergency conditions.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with a Master's degree in biological science or related programs, supplemented by course work in administration and supervision, and four years experience in administration of nature programs or wildlife management, including two years of supervisory experience, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

LICENSES/CERTIFICATES

Valid Florida Driver's License required.

NOTES

Considerable weekend and evening work required. Hours vary.

Work may require performance of tasks outdoors under varying climatic conditions.

SELECTION FACTORS

Thorough knowledge of principles and practices of nature operations planning, management, and implementation and equipment, supplies, and facilities used in direction of a successful and comprehensive nature operations program.

Thorough knowledge of broad range of nature operations activities and principles and techniques of interpretation required to establish a community-sensitive program.

Thorough knowledge of principles and practices of business and/or public administration.

Thorough knowledge of principles and practices of effective administration and supervision.

Thorough knowledge of effective promotional, public relations, and fund-raising activities.

Thorough knowledge of grant sources and application procedures.

Knowledge of principles and practices of organizational and office management.

Knowledge of budget, payroll, and personnel administration.

Ability to administer citywide programs and activities of Nature Operations and manage related functions.

Ability to prepare reports.

Ability to plan, assign, coordinate, and supervise the work of subordinate personnel and community volunteers.

Ability to work effectively with elected officials, charter officers, department heads, and representatives of other agencies, other city employees, and the general public.

Ability to obtain meaningful community input and general support for programs and activities.

Ability to communicate effectively, both orally and in writing.

Human Resources Department: _____ / _____

Date

** This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.

REVISION DATE: 12/1/94; 8/4/97; [DRAFT 2/7/02].