

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Park Ranger Manager

CLASS CODE: 2135

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification direct the efforts of a department security program in order to protect parks, recreation and forestry assets while enforcing applicable laws.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level service classification in the Public Safety and Security Series – General Security Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include the responsibility to coordinate security for large events held in city facilities.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Maintains appropriate budget, staffing and equipment levels to run the security program effectively.

Writes policies and procedures necessary to implement security program.

Reviews the work of subordinate personnel, including park security officers to ensure high standards of integrity and service.

Facilitates and conducts training for security personnel.

Responds to citizen and employee complaints.

Investigates and resolves problems involving property damage, injuries, crimes and accidents.

Acts as a liaison with law enforcement agencies and security groups within the city.

Coordinates security for large events held in city facilities.

Reviews and generates reports on department activities.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a motor vehicle, two-way radio, weapon, personal computer and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as work schedules, accident/injury reports, permits, procedures, manuals and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; requires the ability to interpret descriptive statistics.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, traffic hazards, animals/wildlife, or violence.

Physical Requirements:

Requires the ability to lift, carry, push, and pull moderately heavy objects and materials, fifty to 100 pounds; and may occasionally involve objects and materials over 100 pounds, such as providing stretcher assistance.

Tasks involve the ability to exert regular and sustained heavy physical effort with an emphasis on climbing and balancing which also involves stooping, kneeling, crouching and crawling to respond to security needs.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, such as operating a revolver.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

EDUCATION AND EXPERIENCE STATEMENT:

Associate's degree in Social Services, Criminal Justice, Law Enforcement, or a related field with three to five years park security or related experience, three years at a supervisory level, and knowledge of safety and security issues, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license.
Possession of an Armed Security license.