Position Title: Park Manager  
Date: September, 2007, revised 9/2011

Reports to: Director  
Department: Parks & Fair Department

FLSA Status: Nonexempt  
Positions Supervised: Assistant Park Manager and Park Aides

BASIC FUNCTION: Responsible for the overall management and operations of County parks on San Juan Island, Lopez Island or Shaw Island, under the general direction of the Parks & Fair Director. This position is the main point of contact for all visitors to the parks, and is responsible for maintaining a safe, peaceful and pristine natural environment at the parks while managing high volume public use (Lopez = 12,800 camper nights in 2007; San Juan = 11,800 camper nights in 2007, Shaw = 2,600 camper nights plus large volume of day use visitors at all sites). Specific responsibilities include park rules education and enforcement; visitor information; park fee collection and daily accounting; campsite reservation and check-in coordination and requisite record keeping; park inspections and regular reporting; construction, care and maintenance of park grounds and facilities; and grounds keeping equipment maintenance. Develops work plans, schedules, and supervises work of all Lopez Island parks staff, including Park Assistant Manager and Park Aides, and directs the work of large number of volunteers and work crew. Must show initiative, innovation and ability to work independently. Must work well with visitors, including negotiating potentially difficult conflicts between campers and with rule enforcement.

MINIMUM QUALIFICATIONS: High school diploma or GED required, a minimum of two years related college coursework in the natural sciences or parks and recreation management, and two or more years of direct or transferable skill experiences related to the job duties and responsibilities; OR any equivalent combination of education and experience that demonstrates the ability to perform the essential functions of the job. Related required skills include experience in public relations and conflict resolution, grounds keeping and sanitation system operations. Preferred skills include equipment maintenance, construction, office administration, basic computer skills in a Windows environment, supervision and natural history interpretation. Must have a valid WA State driver’s license and a good driving record.

PRINCIPAL DUTIES - Asterisk designates essential function:
This position is responsible for:

*1. The safe operation of the campgrounds and parks on a 7/24 basis. This includes visitor education and enforcement of park rules, handling conflicts that arise between visitors and appropriate response to incidents and emergencies.

*2. The year-round maintenance of park grounds and facilities.

*3. The management of park office and visitor area operations. Tasks include visitor check-in and fee collection, accounting, deposits, record keeping, dealing with customer dissatisfaction, and public information development.

*4. Directing the work of the Assistant Park Manager, Park Aides, Park volunteers and contractors.

*5. Productive and positive interactions with diverse people on various levels, including natural history education when feasible.
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6. Managing group and organization use of the facilities.
7. Maintenance and repair of park equipment.
8. Coordinating and directing the work of volunteer work parties.
10. Representing the County in coordinating on-site partnership activities with other agencies and organizations.
11. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.
12. Other duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:
Requires frequent standing, sitting, walking, climbing, bending, and twisting and ability to traverse uneven terrain. Ability to lift up to 50 pounds with both hands and arms. Requires sufficient manual dexterity to operate tools, equipment and materials. The employee must be able to talk and understand written and oral communication and give written and oral instruction. Must be able to add, subtract, multiply and divide accurately. This position frequently requires visual acuity at 20 inches or less. Ability to think clearly, and react effectively and positively under emergency situations and situations of conflict between visitors. Stamina required for rigorous and lengthy or monotonous and laborious tasks.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Riding and/or push lawnmower</td>
<td>4</td>
<td>Daily X</td>
</tr>
<tr>
<td>*Power hand tools, (weed-eater, small)</td>
<td>4</td>
<td>X</td>
</tr>
<tr>
<td>*Hand tools</td>
<td>2</td>
<td>Daily X</td>
</tr>
<tr>
<td>Telephone</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>X</td>
</tr>
<tr>
<td>Chain saw</td>
<td>8</td>
<td>Monthly X</td>
</tr>
<tr>
<td>*Log Splitter</td>
<td>4</td>
<td>X</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS:
Work is performed both indoors in normal office environment and outdoors during all weather conditions. Outdoor work frequently requires vigorous activities in inclement weather. Employees are exposed to the dangers of operating tools and equipment and to the use of chemicals for cleaning, painting, and maintenance of facilities. Use of safety and health equipment (eye and hand protection) is required. Flexibility and adaptability required for frequent changes in the demands of the public throughout the day. Employees are subject to irregular work hours during peak season and to handle park emergencies requiring their response.