

CONEJO RECREATION & PARK DISTRICT

Job Title: Supervising Park Ranger

Division: Parks and Planning

Summary:

Under general direction, supervises Park Rangers and all aspects of maintenance activities affecting the District's parklands; implements park programs; ensures the safe and effective promotion, protection and utilization of park resources and open-space preserves; and performs other related duties as assigned.

Essential Duties & Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Plans, schedules, assigns and directly supervises all staff in the Ranger section; interprets and communicates District policies to staff and ensures compliance with applicable federal, state and District safety regulations; interviews and participates in selecting new staff; establishes performance requirements; regularly monitors, evaluates and addresses performance.
- Interprets and explains park policies, rules and regulations to the public; answers inquiries and complaints concerning park conditions, operations and maintenance and utilizes law enforcement agencies to achieve compliance if needed.
- Develops and administers the Ranger section budget; develops grants to support department and division activities; assists in division budget preparation and recommends equipment acquisitions; monitors performance against the annual department budget; approves purchases and other expenditures in accordance with District policies and procedures.
- Develops annual work plans and project priorities in consultation with the Conejo Open Space Conservation Agency (COSCA) Administrator; provides liaison between community residents and COSCA.
- Establishes effective relationships with community members, open-space neighbors, schools, advisory groups and commercial concerns and uses them to coordinate, evaluate and formalize open-space programs and activities.
- Plans, designs, coordinates and obtains approval for the construction of equestrian and hiking trail installations in open-space areas.
- Meets with adjacent property owners and homeowner associations to resolve open-space problems and coordinate services and presentation within open-space areas.
- Coordinates and directs cultural and research management projects within open-space areas.
- Acts as the District's law enforcement coordinator; investigates crimes and accidents associated with District lands.
- Confers and coordinates activities with local governmental agencies and District staff.

- Prepares publicity materials and makes presentations to community groups and schools to promote participation in activities.
- Maintains records and prepares reports utilizing a task management system.

Other Duties & Responsibilities:

- May be required to drive District or personal vehicle.
- Directs fire hazard reduction activities on undeveloped park sites and open-space areas.
- Respond to issues or emergencies 24 hours a day.
- Oversees the effective management of community volunteers within COSCA volunteer programs.
- Represents the District regarding open-space issues to the news media.
- Participates during disasters or when emergency response is needed.
- Acts as agency representative during emergencies.
- Educates and interprets importance and relevance of open-space resources such as geological, native plants and animals, natural and archeological history.
- Exempt employees may be required to work nights and weekends.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill and/or ability listed below is qualifying.

Education and Experience:

A typical way to obtain the knowledge and abilities would be: a Bachelor of Science degree with major work in natural resources or a closely related field; five years of increasingly responsible experience in parks and open-space property management; or a combination of education and experience in the operations, maintenance, development or protection of public recreational areas. Knowledge of open-space habitats, native plants, invasive plants, natural history, applicable ordinances, safety regulations, and visitor management techniques.

Language Ability:

Ability to read, analyze and interpret common professional and technical journals, topographical maps and grading plans, financial reports and legal documents. Ability to respond to common inquiries or complaints from visitors and regulatory agencies. Ability to effectively communicate and present information in oral and written form to management and the public. Ability to supervise and train staff.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference. Ability to calculate figures and amounts such as percentages, area, circumferences and

volume. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to develop and administer budgets and project costs.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

Certificates and Licenses:

- First Aid & CPR/AED within 90 days of employment and ability to maintain certifications thereafter as a condition of employment.
- Possession of, or ability to obtain, certification as a limited peace officer of the State of California (P. C. 832).
- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

This position manages and supervises the Lead Ranger, Ranger I and II classes; and the Open Space Technician.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions; wet or humid conditions; and moving mechanical parts. The employee is occasionally exposed to high, precarious positions; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibrations.

Physical Demands:

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; reach with hands and arms; stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance; taste or smell; and to lift up to 50 pounds.

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Revised 4/4/24

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.