

Chief Park Ranger (1968)
Task List

I. ADMINISTRATIVE:

1. Reviews, revises, and implements state and City laws, regulations, policies, procedures, and division rules in order to maintain consistency with the rules, regulations, policies, and procedures of similar agencies to ensure that the most appropriate practices are in effect within the division.
2. Prepares budget requests by reviewing concerns of the Department, City Council members, Mayor, and community in order to determine the division's annual personnel staffing needs.
3. Prepares and delivers oral presentations regarding the division in order to answer questions and exchange information on behalf of the Division/Department at meetings with Commissioners, City Council, other governmental officials and agencies, the news media and/or community groups.
4. Meets with and discusses the needs of other divisions, such as construction, maintenance, recreation, and administration, in order to ensure that the interpretive programming and security concerns of Recreation and Parks, the public, City Council, governmental agencies, and other outside organizations are addressed.
5. Writes grants and meets with the Department's grant-writers and members of the Public Relations division in order to oversee the writing of grants by subordinates for park-related programs.
6. Writes reports that may include statistical analyses and reviews reports prepared by subordinates on issues concerning Ranger division activities in order to transmit Department information to the City Council and other groups.

II. SUPERVISION:

7. Monitors subordinate communication over electronic transmission devices and radio-based systems in order to ensure the proper deployment of personnel at Department parks, recreation facilities, golf courses, museums, and other special Department facilities.
8. Coordinates and monitors staff participation in court appearances, depositions, and processing of interrogatories in order to ensure that the Department is appropriately represented in courts of law.

9. Evaluates the annual performance of immediate subordinates by using a standard written evaluation form, and discusses the evaluations with employees in order to inform them of the quality of their work.
10. Identifies deficiencies in subordinate performance and takes appropriate corrective action working with the Department's personnel division as needed.
11. Reviews grievances filed by subordinate personnel, conducts further investigation if necessary, responds to the grievant at the appropriate level in writing, meets with union representatives if appropriate; and attempts to resolve the grievance in conjunction with the Department's personnel division as needed.
12. Interviews prospective employees for positions and directs the background investigation of Park Ranger candidates in order to ensure that prospective employees meet State standards for Peace Officers and other candidates within the Division.
13. Communicates Equal Employment Opportunity responsibilities to employees both verbally and in writing in order to establish and maintain a diverse workforce and relays other related City and Department policies.
14. Selects, orients, assigns, trains, counsels, evaluates, commends and disciplines subordinates using job-related criteria and Equal Employment Opportunity principles.
15. Presents contents of the appropriate Memoranda of Understanding to subordinates, verbally and in writing, in order to ensure compliance.
16. Oversees the supervision of the Park Patrol Officer staff in order to assist Park Rangers in patrolling and safeguarding the parks, patrons, recreation facilities, golf courses, museums, and other special Department facilities.

III. DISCIPLINE / RESPONSE TO COMPLAINTS:

17. Reads reports forwarded through channels regarding such matters as investigations, citizen complaints, and policy and procedure issues affecting Park Ranger Division operations, in order to evaluate if the reports are complete, accurate, thorough and responsive, and to determine if the report requires action or further forwarding through the appropriate channels as necessary.
18. Meets with and appears before Council offices and committees, Office of the City Attorney, Police, Fire and Animal Services Departments, as well as other agencies in order to communicate Park issues, address patron complaints, and/or other concerns.

19. Reviews all patron complaints against Park Rangers or other Division staff and takes appropriate disciplinary action if necessary in cooperation with the Department's personnel division, in order to ensure consistent application of discipline.

IV. PROGRAM DEVELOPMENT AND IMPLEMENTATION:

20. Develops and implements educational programming for the public on environmentalism and conservation, including programs such as youth mentoring, rotating outdoor recreation modules, and junior ranger programs, in order to provide park users with an appreciation for and a desire to protect parks and other public lands.
21. Coordinates and supervises the preparation of administrative studies, reports, and special research projects that are relative to the development of programs by delegating and assigning the appropriate personnel, monitoring the progress of programs, discussing program issues with subordinates, reviewing drafts of program reports, providing guidance and direction regarding program development, in order to formulate program recommendations as a result of these studies.
22. Researches, develops, and implements programs designed to establish a high profile Park Ranger presence at various facilities in order to improve safety in the parks and foster an appreciation for the park experience.

V. BUDGET:

23. Develops Division budgetary policy consistent with Departmental budgetary policy and provides direction to subordinate personnel, verbally and in writing, regarding issues such as programming, communication, and staffing needs.
24. Writes memos, letters, and reports, such as management and special topic reports, in order to substantiate budget requests.
25. Reviews, approves, and prioritizes budget requests for personnel, equipment, expense items, and alterations and improvements in order to meet the needs of the Division and of the community.
26. Monitors and evaluates budget allocations and makes recommendations for adjustments as necessary by providing direction and oversight to subordinates and establishing controls.
27. Oversees subordinate staff's collection of fees for various types of park usage and facility rentals and approves the scheduling of a sufficient number of park events in order to generate revenue without interfering with regular park usage.

VI. EMERGENCY PREPAREDNESS AND RESPONSE:

28. Attends regularly scheduled meetings at the departmental, city, and regional level regarding the Department's emergency preparedness function, in order to prepare and review the Department's emergency management plan in conjunction with the Department's Emergency Coordinators.
29. Reviews the emergency certification, State Peace Officer Standards and Training (POST), compliance and training credentials of staff and ensures that they are current in order to ensure that the personnel involved in wild land firefighting, search and rescue, and emergency first aid are properly trained and certified to perform such emergency procedures.
30. Under the direction of the Assistant General Manager and in conjunction with Department's Emergency Division, the Park Ranger Division responds to the scene of major events, such as a fire, search-and-rescue, and other natural disasters, to ensure the safety of the public and the protection of the parks.
31. Meets with governmental and departmental agencies, such as the Emergency Operations Committee, the Emergency Operations Board, the Shelter and Welfare Subcommittee, the County Department of Emergency Services and the Red Cross, in order to develop plans for emergency preparedness training for employees and for the provision of emergency services to citizens in affected areas.
32. Provides support and guidance as needed to Park Rangers in their response to urgent situations in the Parks and other unusual occurrences, such as a helicopter crash or a horse off the trail, in order to assist those in need and maintain a safe environment.