



CLASS SPECIFICATION

CHIEF PARK RANGER, 1968**03-17-00**

Summary of Duties: The Chief Park Ranger is responsible for the administration and supervision of the peace officer Park Rangers program, park security programs, and the central communications systems of a large City Department responsible for City parks, recreation facilities, golf courses, museums and other special facilities; and assists in developing, administering and coordinating the emergency planning and emergency operations programs of the Department. Develops and implements proactive programs designed to establish a higher profile ranger presence at various facilities. Plans, organizes and directs the work of subordinates engaged in support of these activities; applies sound supervisory principles and techniques in building and maintaining an effective workforce; fulfills affirmative action responsibilities; and does related work

Distinguishing Features: A Chief Park Ranger plans, directs, and coordinates the activities of a 24-hour, seven-day per week park ranger patrol program and communication division in a large City Department. Under the direction of senior management, a Chief Park Ranger normally receives work assignments in the form of plans and policy statements, and a review of attained results is made in accordance with generally accepted management and principles and practices. An employee of the class also acts as the Department's Emergency Preparedness Coordinator.

A Chief Park Ranger is responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

Example of Duties: The Chief Park Ranger:

- Through subordinate staff, plans, directs, assigns, reviews, and coordinates the Park Ranger and park patrol staff at Department parks, recreation facilities, golf courses, museums and other special facilities throughout the City ensuring the proper deployment of personnel;
- Develops and implements education, interpretation, and conservation programming;
- Ensures the safety of the parks by focusing on interpretive, environmental (i.e., youth mentors, rotating outdoor recreation modules at inner City parks, junior ranger programs, etc.) for the public;
- Through subordinate staff, oversees the collection of fees for various types of park usage and facility rentals;
- Serves as the Department's Emergency Preparedness Coordinator which includes the preparation of emergency management plans, work plans and procedures; and, ensures personnel involved in wild land firefighting, search and rescue, and emergency first aid are properly trained and certified to perform such emergency procedures;
- Through subordinate staff, oversees the Department's emergency response team and works with other governmental and departmental agencies to develop approaches to planning, training, and the provision of emergency services;
- Confers with the Los Angeles Police Department and other law enforcement agencies and their representatives to effectively plan for civil disturbances and natural disasters by coordinating security operations of departmental forces with applicable law enforcement agencies during such emergencies and developing Memoranda of Understanding with other agencies as required;
- Develops the division's rules, regulations, policies, and annual personnel staffing;
- Oversees the coordination and review of personnel participation in court appearances,

depositions, and processing of interrogatories;

- Serves as liaison to the Council offices, Office of the City Attorney, Police, Fire, and Animal Services Departments as well as other agencies regarding park problems and/or patron complaints;
- Procures hand held radios for Department use and assigns frequency;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program.

Qualifications: The Chief Park Ranger must have the following knowledges and abilities:

Knowledges of:

- Interpretive and environmental programming appropriate for planning programs for the public relating to flora and fauna and other ecologically related subjects;
- The principles and practices of Environmental Resource Management;
- The principles and methods of planning, directing, and coordinating a comprehensive security program for a large City department responsible for the City's parks, recreation centers, golf courses, museums, and other special facilities;
- Current trends and practices in emergency management and supervisory emergency safety principles;
- The laws of search, seizure and arrest;
- Park ordinances and applicable sections of the Municipal, Penal, Vehicles, Health and Safety and Business and Professional Codes;
- Supervisory principles and practices including planning, delegating, and controlling the work of subordinates;
- The techniques of training, instructing and evaluating subordinate's work performance;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Memoranda of Understanding as they apply to subordinate personnel;
- City personnel rules, policies and procedures.

The ability to:

- Develop and implement a comprehensive and efficient security program;
- Evaluate and determine appropriate responses to emergency operations programs;
- Prepare clear and comprehensive administrative reports and policies;

Deal tactfully and effectively with senior management, subordinates, public officials, representatives of law enforcement and governmental agencies, private industry, media, and the general public;

- Apply sound supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Plan;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements:

Four years of full-time paid experience with the City of Los Angeles in a position at least at the level of Senior Park Ranger, providing experience in the interpretation or protection of a park or recreational facility.

This class has been designated as a management level class in accordance with Civil Service Rule 5.26.

A valid California driver's license may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.