



SUMMARY

Under direction, develops, implements, monitors, evaluates, and supervises the operations of the open space areas, programs, and facilities. Areas of responsibility include, but are not limited to, leading open space programs, overseeing open space facilities, evaluating program curriculum, and managing open space safety and maintenance activities. Trains, evaluates, and supervises staff; initiates new community-based programs and activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level management staff. Exercises direct supervision over assigned staff and volunteers.

DISTINGUISHING CHARACTERISTICS

The Field Supervising Ranger is responsible for developing, implementing, monitoring, evaluating, and supervising the operations, staff, and activities of open space areas, programs, and facilities to maximize service delivery to the community. Performance requires the use of independence, initiative, and discretion. This classification is distinguished from the Community Services Manager in that the latter is responsible for strategic planning and management of all Community Services programs with overall administrative and operational responsibility for programs and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Serves as an open space subject matter expert.
2. Performs a variety of duties involving the enforcement of land use laws and regulations and serves as a Peace Officer under the California Penal Code.
3. Provides direction and oversees the operations and activities for Open Space.
4. Oversees the scheduling and activities of staff and volunteers; plans, assigns, trains, directs, schedules, and monitors staff duties; evaluates employee performance and initiates disciplinary actions when needed.
5. Responsible for the appropriate training of employees in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications to ensure a high performing team.
6. Conducts research to identify programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new open space programs, or modifications of existing programs, to meet community needs.
7. Performs community outreach to promote open space programs and stimulate interest in District offerings.
8. Prepares marketing materials, such as course descriptions, program brochures, newsletters, and announcements; uses social media and other forums to maximize community outreach and participation.
9. Develops, implements, and recommends effective maintenance and safety programs, procedures, and guidelines; conducts periodic inspections, and ensures open space areas and facilities are properly maintained for optimal safety.
10. Assists Community Services Manager on program budgets and grants; assists with projecting revenue and expenditures; monitors and tracks expenditures and fees collected; monitors inventory, and purchases authorized supplies and equipment.
11. Identifies grant opportunities; assists in the development and preparation of grant proposals.
12. Manages fee collection and program registration in assigned areas; reviews records and files to ensure proper accounting and documentation consistent with District policies and procedures.
13. Works collaboratively with other District departments; confers regularly with other District staff.
14. Maintains records on program activities, attendance, and other pertinent information; prepares a variety of operational and business reports, and associated correspondence.
15. Assists with District special events as needed.
16. Performs other duties as assigned.



QUALIFICATIONS

Education and Experience:

- High School Diploma or GED, supplemented by two years or 60 units of college level coursework in natural sciences, recreation, law enforcement, forestry, environmental science, or a related field;

AND

- Five years of relevant experience.

OR

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating open space areas, programs, and facilities.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Relevant laws, rules, regulations, policies, and procedures.
- Occupational hazards and related safety precautions.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Principles, practices, and procedures of park law enforcement, emergency medical response, fire suppression and prevention, and search and rescue.
- Principles and practices of resource management, including weed management and habitat restoration.
- Safe and proper use of equipment and devices used in enforcement activities, such as pepper spray or other chemical agents, batons, and restraining devices.
- Methods and techniques used in the operation, repair, and maintenance of park and open space areas and facilities.
- Operational characteristics of a variety of tools and equipment.
- Occupational hazards and standard safety practices.
- Basic wildlife, vegetation, and geographic features found in District parks.
- Outdoor recreation skills related to camping, biking, hiking, and horseback riding.
- Relevant natural and cultural history.
- Methods and techniques of wildland resource protection and restoration.
- Local wildlife, flora, and fauna in assigned geographic locations.
- Methods and techniques of capturing and transporting domestic and wild animals, as well as their care and maintenance.
- Campground operation and management
- Principles and practices of recordkeeping.

Ability to:

- Supervise and lead open space staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned program areas and working teams.
- Plan and develop policies and procedures to benefit participants in a variety of open space activities.
- Identify and analyze community needs and promote interest in assigned program areas.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Provide natural, cultural, and historical interpretive programs.
- Monitor program revenue and expenses with accurate financial records and reports.
- Develop marketing materials, public relations programs, and make presentations.
- Speak effectively in public.



FIELD SUPERVISING RANGER

- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment, and maintained throughout employment possession of:
 - California Driver's License, with a satisfactory driving record,
 - American Red Cross First Aid, CPR, and AED certification,
- Completion within 6 months of hire:
 - California Penal Code 832 certification
- Completion within one year of hire and maintained certification throughout employment:
 - Emergency First Responder or higher certification,
 - Basic Wildland Firefighting certification.
- California Class B Driver's License with passenger endorsement is desirable.

PHYSICAL DEMANDS

Must possess: mobility to work in various parks and open space areas; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to a variety of plant and animal species. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

CLASSIFICATION DETAILS/HISTORY

Job Code: 5234L/PT455

FLSA Status: Non-Exempt

Supersedes: NEW