



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARKS REGIONAL ADMINISTRATOR

Job Number: 21003426

Job Code: 15580V230916

Job Group: 1500 - PARKS AND RECREATION

Job Established: 08/16/2021

Job Revised: 09/16/2023

Grade: 19 Salary (MIN - MID):

\$36,397-\$54,596 - Hourly

\$5,914.52-\$8,871.86 - 37.5 Hr. Monthly Salary

\$6,308.82-\$9,463.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the channel of communications and line of authority between the Division Director and all parks and historic sites in a multi county region. Supervises park and historic site managers; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have six years of business administration, public administration or management experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Experience as the general manager of a full service hotel, resort, recreation facility, museum, OR public or business administration OR related experience will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 20 years and one day of age at time of employment. Must obtain S.T.A.R. (Server Training in Alcohol Regulations) certification from the Kentucky Department of Alcoholic Beverage Control within six months of employment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises employees in the management of the operation of the state parks. Coordinates internally and externally on the construction, maintenance and/or operation of buildings, grounds and recreational areas of the parks. Provides training and assistance to employees and supervisors. Maintains business and financial records and reports. Prepares operational reports and records for the department and cabinet. Maintains good public relations with park visitors. Works with department personnel to ensure that the parks serves the needs of its customers. Coordinates the activities of managers and staff to attain optimum service delivery. Evaluates, interprets, and applies current parks policies and procedures relating to departmental program and personnel practices. Conducts performance appraisal for assigned staff. Makes recommendations for personnel actions such as promotion, layoffs, dismissals, and other personnel decisions. Recommends training to management staff based on notices of training opportunities for employees within a region. Supervises the maintenance of all regional records. Assigns staff to monitor operations within a region. Formulates the region's budget request and forwards to agency management. Monitors the office expenditures of the region constantly. Reviews and takes action on equipment and supply needs. Attends meetings with other regional staff and management to channel information regarding program activities. Represents region and/or division on inter or intra agency task forces. Meets with civic groups, public officials, and the public to explain program policies and regulations and to answer questions of field operations within the region.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Primarily work is conducted in an office setting; however, may require working on park grounds and throughout the parks. Occasional travel required within region, to other regions, and to Frankfort.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.