

**City of San José**  
**CLASS SPECIFICATION**

**Title: Senior Park Ranger (2426)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Parks, Recreation, and Neighborhood Services	Supervising Park Ranger	Non-exempt

**CLASS SUMMARY**

Under direction, provides lead direction to staff engaged in park patrol, protection, and enforcement of park rules and regulations. Assists park visitors, prepares interpretive and educational programs, and may assist in the coordination of emergency response activities. Participates in the protection, improvement, and maintenance of parks, trails, and facilities, and in the organization of day to day operations of the work group. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Park Ranger series, responsible for providing lead direction and training to assigned staff. Incumbents regularly work on tasks that are varied, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. Park Ranger is distinguished from Senior Park Ranger in that they receive guidance from a Senior Park Ranger and may provide lead direction to small crews engaged in visitor services, park operations, or volunteer groups. Senior Park Ranger differs from the higher level Supervising Park Ranger class in that incumbents of the latter class provide direct supervision to an assigned work group or unit.

**QUALIFICATIONS**

**(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)**

**Minimum Qualifications**

**Education**

Two (2) years of undergraduate course work from an accredited college or university. This is equivalent to at least 60 semester units or 90 quarter units. Veterans and active military personnel may substitute this requirement if they:

- Have served in the Air Force, Army, Marines, Navy, or Coast Guard AND
- Have completed four (4) years of active military duty AND
- Have received an honorable discharge from the United States Military.

**Experience**

One (1) year of experience involving public contact and park operations work, performing park patrol, protection, and enforcement duties.

**Required Licensing (such as driver's license, certifications, etc.)**

- Possession of a valid State of California driver's license.
- Possession of valid Red Cross First Aid and CPR certificates.
- Deputization as a Peace Officer.

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

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**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, including public safety, day to day park operations, park interpretive education programs, conservation, nature and wildlife, natural resource management, and providing lead direction; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Teamwork and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Conflict Management - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience.
- Customer Service - Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Flexibility - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- Initiative - Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability - Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Possession of a Bachelor's Degree in a related field is highly desirable.

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<b>DUTY NO.</b>	<b>TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:</b>	<b>FREQUENCY*</b>
1.	Provides lead direction, including monitoring and assigning work to staff engaged in park, trail, and facilities patrol, protection, or enforcement duties. Reviews and contributes to evaluation feedback for the work of park staff and answers procedural questions.	Daily
2.	Provides information to the public, including answering questions, explaining park or facility policies and regulations, greeting visitors, and conducting tours; responds to park visitor complaints; checks visitors into the park and assigns appropriate space for use.	Daily
3.	Ensures the proper use and maintenance of resources and equipment; completes equipment and supply requests; maintains records and reports of resources.	Daily
4.	Assists in the preparation and review of written reports such as police, fire, injury, activity, vandalism and visitor data reports; may make court appearances.	Daily
5.	Operates light vehicles, radios, and other equipment necessary to perform Ranger activities.	Daily
6.	Serves as a resource on environmental protection and conservation; prepares, presents, and leads the coordination of interpretive and educational programs.	Intermittent
7.	Leads park, trail, or facility repair and improvements; inspects and monitors conservation projects.	Intermittent
8.	Prepares appropriate written and oral reports; may make court appearances.	As Required
9.	Issues misdemeanor citations and as appropriate; may detain persons in violation of Federal, State, or Municipal rules and regulations.	As Required
10.	Facilitates and participates in training and developing employees; may conduct information sessions or staff briefings.	As Required
11.	Performs and assists in the direction of search, rescue, fire suppression, and other emergency activities; may coordinate activities with Police and/or Fire Departments; responds to all serious incidents and crimes on assigned shift and monitors scene within appropriate departmental policies and procedures.	As Required
12.	Provides cash handling services in the routine collection of admission and/or fees from customers.	As Required
13.	Performs other related duties as assigned.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

Possess ability to:

- Move between/within work areas, including but not limited to sitting, standing, and walking on various surfaces, turning, bending, grasping, and making repetitive hand movements;

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- Communicate in person and over the telephone or radio;
- Maintain professional demeanor during interactions with staff, customers, and the public.

When assigned to an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Be exposed to moderate noise levels and controlled temperature conditions.

When assigned to fieldwork, possess ability to:

- Strength and mobility to perform medium to heavy physical work;
- Sit, stand, run, and walk on various surfaces, including but not limited to uneven terrain, jumping over physical barriers, and climbing/descending ladders;
- Make repetitive hand movements, including but not limited to operating varied hand and power tools;
- Operate a motor vehicle and visit various City sites;
- Lift, carry, push, and pull materials and objects (such as equipment) up to 100 pounds, or heavier weights, in all cases with the use of proper equipment;
- Quickly respond to changing emergency conditions that may have hazardous situations or be placed in dangerous situations;
- Be exposed to unpredictable working conditions including but not limited to loud noise levels, moving mechanical parts, inclement weather conditions, confined workspaces, toxic or caustic chemicals, hazardous physical substances, fumes, odors, gases, dust, and air contaminants.

**CLASSIFICATION HISTORY** *Created 09/17; s000*