

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Approve and authorize the Chairman to change two job titles within the Leisure Services Department.

**DEPARTMENT:** Leisure Services

**DIVISION:** Streetscapes and Trails

**AUTHORIZED BY:** Joe Abel

**CONTACT:** Bryan Nipe

**EXT:**

**MOTION/RECOMMENDATION:**

Approve and authorize the Chairman to change two job titles within the Leisure Services Department; fom Customer Service Representative to Recreation Specialist and from Natural Resources Program Coordinator to Park Ranger.

County-wide

Bryan Nipe

**BACKGROUND:**

Parks and Recreation Division:

Request job title change from Customer Service Representative to Recreation Specialist.

This position will serve to better carry out the Division goals of providing County programmed recreation and events. The position will serve in a front desk capacity and will work alongside contractors and volunteers to ensure programs are carried out in a professional and efficient manner.

Streetscapes and Trails Division:

Request job title change from Natural Resources Program Coordinator to Park Ranger.

The Park Ranger position will provide resource management such as exotic plant control and environmental monitoring within Trails, Parks and Natural Lands. This position will provide greater presence in unstaffed areas and will communicate frequently with the Sheriff's Department. This position will also be tasked with monitoring Trails, Trail intersections, Parks and Natural Lands for sight line, deficient signage and other safety issues.

Job Descriptions attached.

**STAFF RECOMMENDATION:**

Approve and authorize the Chairman to change two job titles within the Leisure Services Department.

Parks and Recreation Division: Request job title change from Customer Service Representative to Recreation Specialist.

Streetscapes and Trails Division: Request job title change from Natural Resources Program Coordinator to Park Ranger.

**ATTACHMENTS:**

1. Job Description 1
2. Job Description 2

<b>Additionally Reviewed By:</b> No additional reviews
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# Seminole County

## Classification Description

Classification Title: Park Ranger (Natural Resources)

Class Code: D-1

EEO Code:

FLSA: nonexempt

Revision Date: 4/18/08

### General Statement of Job

- This is a full time position assigned to the Grounds Program in the Leisure Services Department's Greenways and Natural Lands Division.
- This position is responsible for the resource management and monitoring of Natural Lands, Trails, and Parks. This may include activities such as resource inventories, site inspections, monitoring of flora and fauna, habitat restoration, coordination with Sheriff on natural resource law enforcement, public relations, data collection and management, prescribed burning, gps/gis mapping, project management, oversight of interns and volunteers, and management plan development and implementation.

### Essential Functions

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

**Development and implementation** of both a comprehensive and individual site management plans.

**Resource inventory and surveys, as required**, on Greenways and Natural Lands properties, to include but not be limited to mammals, birds, fish, reptiles, amphibians, invertebrates, plants, fire, human use and exotic species.

**Data entry and management** of resource data and subsequent annual reporting requirements to various agencies as required.

**Oversight of interns and volunteers**, i.e. Turtle Team members, exotic species control, photo points, data entry and habitat restoration efforts etc.

**Resource and recreation mapping** with the gps unit and development of associated maps, charts and diagrams.

**Attend working groups** and other **community meetings** as Greenways and Natural Lands representative.

**Coordination and oversight** of the Natural Lands prescribed burn program.

**Assist with and lead educational activities** such as special programs, hikes and events as needed.



**Coordination with Seminole County Sheriff** on issues such as trespassing, poaching, and other illegal activities within Greenways and Trails property.  
**Site Inspections** as directed

Additional duties as required

### **Minimum Qualifications**

Minimum Bachelor's Degree in Biology, Forestry, Resource Management, Parks and Recreation Management or a similar field and two years experience in natural areas management or Parks and Recreation. Excellent communication skills and a strong knowledge of Florida geography, ecosystems, and native flora and fauna, certification in prescribed burning, intermediate to advanced ability in Microsoft Access, Arc View, Lotus Notes and experience with GPS/GIS, 4wd vehicles, ATV, chainsaws and other field equipment preferred. Ability to work effectively with other County, municipal and State agencies and the general public. Ability to organize and manage multiple tasks/projects simultaneously.

### **Working Conditions**

This position requires a significant amount of outdoor work (approximate 50%-70%), conducted in a variety of Florida habitats and under extreme environmental conditions. Qualified candidates will be in good physical condition and possess a tolerance to heat, cold, insects and have a working knowledge of field safety.

# Seminole County

## Classification Description

Classification Title: Recreation Specialist (Parks & Recreation)

Class Code: A - 3

EEO Code:

FLSA: nonexempt

Revision Date: 5/15/08

### General Statement of Job

Position is responsible for the day to day customer service, facility and programming schedule of parks and recreation sites which includes; opening and closing parks during operational hours, organizing and reserving facility for programs, events and activities of a diverse nature from recreation classes, sports leagues, tournaments, community meetings and special programs.

The Recreation Specialist may be full or part-time. Additional responsibilities include but are not limited to: Ensuring excellent customer service delivery inclusive of phone and walk-in customer contact, cash handling/reporting, facility cleanliness, safety and readiness; quality and comprehensive information preparation and dissemination relating to daily, weekly, monthly and annual programs and schedules.

### Essential Functions

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*

- Opens, monitors and secures parks and recreation facilities and readies facility for use.
- Operates computerized reservation system, registers participants, provides information, collects payments, runs reports, maintains user records and verifies quality of data input.
- Provides assistance to the public regarding park information, rules, policies, procedures and activities.
- Ensures park facilities and buildings are clean and ready for scheduled programs and activities.
- Assists in the development, organization and oversight of Parks and Recreation programs and events as identified by supervisor.



- Assists with the development of promotional and marketing materials for programs and events as identified by supervisor.
- Provides information and data to supervisor and operational/maintenance staff regarding park usage, issues, incidents, programs and safety concerns relevant to park operations.
- Additional duties as assigned.

### **Minimum Qualifications**

Excellent communication and public relations skills along with demonstrated competency in computer usage. Strong desire to excel in the public park setting with entry level organizational skills in planning and execution of programs and activities desired.

Completion of High School/GED and one year relevant experience in a customer service or park and recreation setting.

### **Working Conditions**

Work is generally in an office setting with some outdoor field work. Most responsibilities are performed at a desk, table or computer workstation. There is regular exposure to radiant electrical energy. Outside duties may require standing, walking in both day and night conditions.