ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

SITE ASSISTANT SUPERINTENDENT SERIES

CLASS TITLE	POSITION CODE
SITE ASSISTANT SUPERINTENDENT I	41071
SITE ASSISTANT SUPERINTENDENT II	41072

Effective: 07-01-2004

SERIES DISCUSSION:

The Site Assistant Superintendent series encompasses positions in the Department of Natural Resources which are vested with limited line supervisory authority and coordinate the activities of employees engaged in site maintenance, interpretive and operational activities. Positions included in this series are responsible for planning, assigning and reviewing activities of subordinate workers and preparing and conducting performance evaluations of subordinate employees. However, line supervision exercised by positions in this series is limited by the number of subordinate employees and/or the extent of the supervisory authority vested in the Site Assistant Superintendent. Consequently, positions included in this series are not principally engaged in work which is substantially different from that of subordinate employees.

Specifically excluded from this series are those positions in the Department of Natural Resources which are designated as functional supervisors or lead workers to staff. Also excluded from the Site Assistant Superintendent series are Natural Resources site positions where the principal responsibilities are full line supervisory and managerial in nature; such as: gives oral reprimands; effectively recommends and imposes discipline; hears and adjusts grievances at the first level. These positions are encompassed by the Site Superintendent series.

SITE ASSISTANT SUPERINTENDENT I POSITION CODE: 41071

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as a working supervisor of a moderately-sized staff of Natural Resources employees; plans, assigns and reviews the activities of subordinate employees and other workers engaged in site operational, maintenance and/or interpretive activities; prepares, conducts and signs employee performance evaluations; coordinates and assists in the administration of site programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises a staff of fewer than six Natural Resources employees engaged in site operational and maintenance activities on a year-round basis; prepares, conducts and signs employee performance evaluations; assigns and reviews work; approves and/or denies time off requests.

2. Serves as overall line assistant to a Site Superintendent II; assists in directing outdoor recreational programs; supervises site staff; serves as Acting Site Superintendent in the absence of the Site Superintendent II; makes decisions concerning site administrative operations.

3. Assists higher level supervisors with administrative office procedures, time sheets, and reports including gas and oil, attendance, wildlife, vouchers, monthly, quarterly, annual, and W76D; performs public relations duties for the site; transmits information to public upon request; serves as a representative speaker before groups or organizations; in the absence of the Site Superintendent, assumes those duties.

4. Coordinates and participates in site natural/outdoor recreational/safety and security programs; schedules group nature trail hikes; prepares and makes presentations concerning flora and fauna; confers with naturalists/foresters and other resource specialists to plan and develop the site and its resources; issues camping permits to prospective campers and collects fees for same; runs hunter check stations; maintains operation of the water and/or wastewater treatment plants.

5. Participates in and supervises site maintenance, equipment maintenance and repair; plans projects by preparing specifications, locating and pricing needed materials, coordinating activities of staff and outside agencies or contractors, and maintaining related records.

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SITE ASSISTANT SUPERINTENDENT I (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to a bachelor's degree with courses in parks and recreation, natural resource administration or public administration and one year's related functional supervisory experience.

May require possession of an appropriate valid driver's license.

May require possession of a pesticide and/or herbicide applicator/operator's license.

May require possession of an appropriate water and/or wastewater treatment operator's certification.

Knowledges, Skills and Abilities

Requires elementary knowledge of the principles and practices of site administration, including site interpretation, natural and/or cultural resource conservation, structural and grounds maintenance, public relations and personnel administration.

Requires ability to apply appropriate levels of knowledge in problem solving situations encountered in the performance of duties and responsibilities encompassed by the class.

Requires ability to assign, supervise and evaluate the work of subordinate employees.

SITE ASSISTANT SUPERINTENDENT II POSITION CODE: 41072

DISTINGUISHING FEATURES OF WORK:

Under general supervision, supervises a large staff of Natural Resources site employees; or supervises, through a subordinate Senior Ranger or Historic Site Lead II, Natural Resources employees engaged in site operational, interpretive, and maintenance activities; prepares, conducts and signs employee performance evaluations; coordinates and assists in the administration of site programs.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises a staff of six or more Natural Resources employees engaged in site operational/maintenance activities on a year-round basis; assigns and reviews work; prepares, conducts and signs performance evaluations of subordinates; approves and/or denies time off requests.

2. Supervises, through a subordinate Senior Ranger, Natural Resources site staff engaged in maintaining the camping program (e.g., signing in and issuing permits to campers), the hunting program (e.g., assigning specific areas to hunters and checking numbers and type of game harvested) and other site programs; in the absence of the Site Superintendent, serves as Acting Site Superintendent.

3. Assists higher-level supervisors in the preparation of annual and seasonal plans of work; provides input to budgetary recommendations.

4. Prepares and maintains a variety of records and reports, including time reports associated with nonemployee site staffing, maintenance reports, cash reports, inventory records; requisitions supplies and equipment.

5. Coordinates and participates in designated site outdoor recreational, natural, safety and security, and maintenance programs; coordinates use and operation of maintenance equipment, and services provided to site concessionaires; engages in site maintenance and construction projects, including equipment maintenance, and the operation of water and/or wastewater treatment plants.

6. Assists site visitors by responding to questions, delivering messages, checking in campers, operating hunter check station, and instructing and advising visitors concerning policies, rules and regulations.

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

SITE ASSISTANT SUPERINTENDENT II (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to a bachelor's degree with courses in public administration, park and recreation administration, natural resource administration or a related field and one year's related line supervisory experience.

May require possession of a pesticide and/or herbicide applicator/operator's license.

May require possession of an appropriate water and/or wastewater treatment operator's certification.

Knowledges, Skills and Abilities

Requires working knowledge of the principles and practices of site administration, including site interpretation, natural and/or cultural resource conservation, structural and grounds maintenance, public relations, personnel administration, and fiscal management.

Requires possession of an appropriate valid driver's license.

Requires ability to apply appropriate levels of knowledge in problem solving situations encountered in the performance of duties and responsibilities encompassed by the class.

Requires ability to assign, supervise and evaluate the work of subordinate employees.