

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

Site Superintendent Series

| <u>Class Title</u> | <u>Position Code</u> | <u>Effective</u> |
|-------------------------|----------------------|------------------|
| Site Superintendent I | 41211 | 02/01/2008 |
| Site Superintendent II | 41212 | 02/01/2008 |
| Site Superintendent III | 41213 | 02/01/2008 |

SERIES DISCUSSION:

This series includes a range of fully supervisory positions which manage and supervise the overall operations, maintenance, preservation and interpretation of one or more State recreational parks, natural resource areas, and/or historic sites and buildings and associated historical artifacts. Positions allocated to this series provide a safe and rewarding experience to site visitors seeking recreational and informational experiences, and appreciation of natural, cultural and historical features unique to each site, while providing for the preservation and enhancement of site features.

In addition to management of large, high attendance State recreational parks, the Department of Natural Resources uses Site Superintendents to supervise staff and manage natural areas consisting of habitats containing rare or endangered plant and animal species, and land and water areas which possess inherent natural conditions of exceptional scientific or educational value. State fish and wildlife areas provide for the production and conservation of indigenous species, offering hunting, fishing, and observation. Forest areas serve to demonstrate proper management practices in providing for timber production, wildlife enhancement, watershed protection and other benefits.

Sites in Historic Preservation emphasize informational and educational programs about the site, and associated buildings or features and the site's place in history and cultural traditions. The principal purpose is to preserve, restore and interpret the cultural, political, economic, military or social history of the region, state, or nation, or which are associated with the lives of persons who have had a significant historical impact. The Historic Preservation Agency emphasizes the need for staff with an academic background in history, anthropology, museum administration, archeology, business administration and related fields, in keeping with the agency's stated objectives.

Some sites may have one or more satellite areas or distinctly remote management units that also require maintenance and operational work on the area.

With the diversity of site features accommodated and the different orientation of the agencies which make use of this common series, the Desirable Requirements section of this class series provides for flexibility in selection standards in order to provide for the best candidate pool.

SITE SUPERINTENDENT I

POSITION CODE: 41211

Effective:

DISTINGUISHING FEATURES OF WORK:

Under direction, manages an outdoor recreational park or natural resource area or historic site of small size and scope; prepares and submits written operating budget proposals and related justifications; implements the plan of work, matching available staff to the types of site programs and projects and adjusting site programs and projects to available funds and staff; directs subordinates engaged in site maintenance, interpretive and other site program activities.

This class specifically includes only fully supervisory positions over a subordinate staff of operations/interpretive and maintenance personnel, but positions may additionally participate in the work activities of lower level positions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises employees engaged in the operation, maintenance and interpretation of the site; establishes priorities and coordinates site programs and progress; schedules assignments, inspects and monitors priorities and effectively recommends and exercises employment actions affecting site employees; approves or disapproves overtime usage and assignments, vacation schedules, and other time off requests of subordinates; prepares and conducts performance evaluations of subordinate staff; provides training, guidance, counseling and discipline of site employees.
2. Supervises and participates in the preparation and maintenance of site operations and financial records and reports; prepares, submits and monitors operating and capital improvement budgets and annual plans of work; exercises budgetary controls to ensure fiscal integrity, transmits revenues collected at the site and administers the petty cash fund; maintains inventory and attendance records and reports; prepares various inter and intra-agency reports and correspondence, including the preparation, review and monitoring of contractual agreements.
3. Plans, coordinates and implements site activities and development programs compatible with the natural and/or cultural resource base; reviews, analyzes, and incorporates proposals of natural and cultural resource specialists and others both within and outside the agency concerning short and long range plans for the management of the site; supervises and conducts research related to site restoration, interpretation, and development.

SITE SUPERINTENDENT I (Continued)

4. Develops and implements interpretive programs for the general public and visitors to the site; supervises and conducts research on the site to collect, arrange and present to the public an accurate historical description; searches period information materials to obtain specific data on historical subjects; weighs evidence and selects the most authoritative and authentic information; prepares descriptive materials such as pamphlets, self-guiding tour booklets, audio visual presentations, exhibits and displays; plans, supervises and participates in the provision of guided tours, special events, and/or site interpretive information to the public.
5. Supervises and participates in the curatorial care of artifacts and collections, ensuring appropriate preventive and remedial maintenance; catalogs and registers collections; maintains inventory records and reports; supervises and participates in cyclical and routine maintenance and repairs to structures, grounds and equipment.
6. Monitors and implements site security and safety programs; ensures compliance with Department of Public Health and Environmental Protection Agency rules and regulations and coordination of efforts with various local and State health, safety, or security agencies; supervises and participates in the maintenance of site facilities and equipment, including needed maintenance inspection and planning.
7. Establishes and maintains effective working relationships with the media and interested groups or individuals; develops and implements public information materials and programs, promotes department programs, activities and philosophies and serves as a representative speaker at club, school, or organization meetings; recruits and/or oversees the activities of volunteers, college interns and others engaged in site activities.
8. Responds to oral and written inquiries concerning available programs and departmental policies; appears at public hearings as required; explains agency policies and rules and regulations to site visitors and assures compliance with same.
9. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

SITE SUPERINTENDENT I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to a bachelor's degree in parks and recreation administration, or natural resource area administration, or in museum administration, history, American studies or archeology.

Requires two years of supervisory experience affording training in various facets of managing an outdoor recreational park, or natural public area, or a cultural/historic site or museum.

May require possession of an herbicide or pesticide application/operator's license.

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

Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

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 grounds maintenance, public relations and personnel administration.

May require working knowledge of American and Illinois history.

May require elementary knowledge of curatorial techniques.

Requires ability to assign and supervise the work of assistants and staff members.

Requires ability to travel within and outside of the work location.

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

Requires ability to evaluate program effectiveness and to make recommendations on policies and procedures.

Requires ability to express ideas clearly and concisely, both orally and in writing.

Requires ability to perform independent research to assure accuracy in restoration, interpretation and development of the site.

Requires ability to prepare organized programs to inform and entertain site visitors.

Requires ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds.

May require ability to work under adverse environmental conditions on a year-round basis.

May require ability to lift and transport loads which may exceed sixty pounds, and to walk over rough and broken terrain.

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

May require ability to administer first aid and CPR, and obtain and maintain certification.

Some sites may require the superintendent to live in provided on-site housing.

SITE SUPERINTENDENT II

POSITION CODE: 41212

Effective:

DISTINGUISHING FEATURES OF WORK:

Under direction, manages an outdoor recreational park or natural area or historic site of moderate to large size and scope; prepares and submits written operating budget proposals and related justifications; implements the plan of work, matching available staff to the types of site programs and projects and adjusting site programs and projects to available funds and staff; directs subordinates engaged in site maintenance, interpretive and other site program activities.

This class specifically includes only fully supervisory positions over a subordinate staff of operations/interpretive and maintenance personnel, but positions may additionally participate in the work activities of lower level positions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises employees engaged in the operation, maintenance and interpretation of the site; establishes priorities and coordinates site programs and progress; schedules assignments, inspects and monitors priorities and effectively recommends and exercises employment actions affecting site employees; approves or disapproves overtime usage and assignments, vacation schedules, and other time off requests of subordinates; prepares and conducts performance evaluations of subordinate staff; provides training, guidance, counseling and discipline of site employees.
2. Supervises and participates in the preparation and maintenance of site operations and financial records and reports; prepares submits, and monitors operating and capital improvement budgets and annual plans of work; exercises budgetary controls to ensure fiscal integrity, transmits revenues collected at the site and administers the petty cash fund; maintains inventory and attendance records and reports; prepares various inter and intra-agency reports and correspondence, including the preparation, review and monitoring of contractual agreements.
3. Plans, coordinates and implements site activities and development programs compatible with the natural and/or cultural resource base; reviews, analyzes, and incorporates proposals of natural and cultural resource specialists and others both within and outside the agency concerning short and long range plans for the management of the site; supervises and conducts research related to site restoration, interpretation, and development.

SITE SUPERINTENDENT II (Continued)

4. Develops and implements interpretive programs for the general public and visitors to the site; supervises and conducts research on the site to collect, arrange and present to the public an accurate historical description; searches period information materials to obtain specific data on historical subjects; weighs evidence and selects the most authoritative and authentic information; prepares descriptive materials such as pamphlets, self-guiding tour booklets, audio visual presentations, exhibits and displays; plans, supervises and participates in the provision of guided tours, special events, and/or site interpretive information to the public.
5. Supervises and participates in the curatorial care of artifacts and collections, ensuring appropriate preventive and remedial maintenance; catalogs and registers collections; maintains inventory records and reports; supervises and participates in cyclical and routine maintenance and repairs to structures, grounds and equipment.
6. Monitors and implements site security and safety programs; ensures compliance with Department of Public Health and Environmental Protection Agency rules and regulations and coordination of efforts with various local and State health, safety, or security agencies; supervises and participates in the maintenance of site facilities and equipment, including needed maintenance inspection and planning.
7. Establishes and maintains effective working relationships with the media and interested groups or individuals; develops and implements public information materials and programs, promotes department programs, activities and philosophies and serves as a representative speaker at club, school, or organization meetings; recruits and/or oversees the activities of volunteers, college interns and others engaged in site activities.
8. Responds to oral and written inquiries concerning available programs and departmental policies; appears at public hearings as required; explains agency policies and rules and regulations to site visitors and assures compliance with same.
9. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

SITE SUPERINTENDENT II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to a bachelor's degree in park and recreation administration, or natural resource area administration, or in museum administration, history, American studies or archeology.

Requires three years of supervisory experience affording training in various facets of managing an outdoor recreational park, or natural public area, or a cultural/historic site or museum.

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

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

Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

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 grounds maintenance, public relations and personnel administration.

May require working knowledge of American and Illinois history.

May require elementary knowledge of curatorial techniques.

Requires ability to assign and supervise the work of assistants and staff members.

Requires ability to travel within and outside of the work location.

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

Requires ability to evaluate program effectiveness and to make recommendations on policies and procedures.

Requires ability to express ideas clearly and concisely, both orally and in writing.

Requires ability to perform independent research to assure accuracy in restoration, interpretation and development of the site.

Requires ability to prepare organized programs to inform and entertain site visitors.

Requires ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds.

May require ability to work under adverse environmental conditions on a year-round basis.

May require ability to lift and transport loads which may exceed sixty pounds, and to walk over rough and broken terrain.

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

May require ability to administer first aid and CPR, and obtain and maintain certification.

Some sites may require the superintendent to live in provided on-site housing.

SITE SUPERINTENDENT III

POSITION CODE: 41213

Effective:

DISTINGUISHING FEATURES OF WORK:

Under direction, manages an outdoor recreational park or natural area or historic site of large size and scope; prepares and submits written operating budget proposals and related justifications; implements the plan of work, matching available staff to the types of site programs and projects and adjusting site programs and projects to available funds and staff; directs subordinates engaged in site maintenance, interpretive and other site program activities.

This class specifically includes only fully supervisory positions over a subordinate staff of operations/interpretive and maintenance personnel, but positions may additionally participate in the work activities of lower level positions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises employees engaged in the operation, maintenance, and interpretation of the site; establishes priorities and coordinates site programs and progress; schedules assignments, inspects and monitors priorities and effectively recommends and exercises employment actions affecting site employees; approves or disapproves overtime usage and assignments, vacation schedules, and other time off requests of subordinates; prepares and conducts performance evaluations of subordinate staff; provides training, guidance, counseling and discipline of site employees.
2. Supervises and participates in the preparation and maintenance of site operational and financial records and reports; prepares and monitors operating and capital improvement budgets and annual plans of work; exercises budgetary controls to ensure fiscal integrity, transmits revenues collected at the site and administers the petty cash fund; maintains inventory and attendance records and reports; prepares various inter and intra-agency reports and correspondence, including the preparation, review and monitoring of contractual agreements.
3. Plans, coordinates and implements site activities and development programs compatible with the natural and/or cultural resource base; reviews, analyzes, and incorporates proposals of natural and cultural resource specialists and others both within and outside the agency concerning short and long range plans for the management of the site; supervises and conducts research related to site restoration, interpretation, and development.

SITE SUPERINTENDENT III (Continued)

4. Develops and implements interpretive programs for the general public and visitors to the site; supervises and conducts research on the site to collect, arrange and present to the public an accurate historical description; searches period information materials to obtain specific data on historical subjects; weighs evidence and selects the most authoritative and authentic information; prepares descriptive materials such as pamphlets, self-guiding tour booklets, audio visual presentations, exhibits and displays; plans, supervises and participates in the provision of guided tours, special events, and/or site interpretive information to the public.
5. Supervises and participates in the curatorial care of artifacts and collections, ensuring appropriate preventive and remedial maintenance; catalogs and registers collections; maintains inventory records and reports; supervises and participates in cyclical and routine maintenance and repairs to structures, grounds and equipment.
6. Monitors and implements site security and safety programs; ensures compliance with Department of Public Health and Environmental Protection Agency rules and regulations and coordination of efforts with various local and State health, safety, or security agencies; supervises and participates in the maintenance of site facilities and equipment, including needed maintenance inspection and planning.
7. Establishes and maintains effective working relationships with the media and interested groups or individuals; develops and implements public information materials and programs, promotes department programs, activities and philosophies and serves as a representative speaker at club, school, or organization meetings; recruits and/or oversees the activities of volunteers, college interns and others engaged in site activities.
8. Responds to oral and written inquiries concerning available programs and departmental policies; appears at public hearings as required; explains agency policies and rules and regulations to site visitors and assures compliance with same.
9. Performs other duties as required or assigned which are reasonably within the scope of those enumerated above.

SITE SUPERINTENDENT III (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill, and mental development equivalent to a bachelor's degree in park and recreation administration, or natural resource area administration, or in museum administration, history, American studies or archeology.

Requires four years of supervisory experience in managing an outdoor recreational park, or natural public area, or a cultural/historic site or museum.

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

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

Specific requirements vary by position and relate to the position's duties and responsibilities as defined by the agency of employment and as approved by the Director of the Department of Central Management Services or his/her designee.

Knowledges, Skills and Abilities

Requires thorough knowledge of the principles and practices of site administration, including site interpretation, natural and/or cultural resource management, structural grounds maintenance, public relations, personnel administration, and outdoor recreation programs.

May require working knowledge of American and Illinois history.

May require elementary knowledge of curatorial techniques.

Requires ability to assign and supervise the work of assistants and staff members.

Requires ability to travel within and outside of the work location.

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

Requires ability to evaluate program effectiveness and to make recommendations on policies and procedures.

Requires ability to express ideas clearly and concisely, both orally and in writing.

Requires ability to perform independent research to assure accuracy in restoration, interpretation and development of the site.

Requires ability to prepare organized programs to inform and entertain site visitors.

Requires ability to operate and maintain tools, equipment and materials utilized in the maintenance, repair and care of site resources, artifacts, buildings and grounds.

May require ability to work under adverse environmental conditions on a year-round basis.

May require ability to lift and transport loads which may exceed sixty pounds, and to walk over rough and broken terrain.

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

May require ability to administer first aid and CPR, and obtain and maintain certification.

Some sites may require the superintendent to live in provided on-site housing.