

**PARKS MANAGER**  
Overall Parks Management  
Supervision of Maintenance Manager & Operations Staff  
Budget Development and Management  
Capital Improvement Projects  
Comprehensive Plan Update  
Advisory Commission

**PROGRAM COORDINATOR I OPERATIONS**  
Manage Reservations  
Manage Special Use Permit  
Manage Lifeguard Program  
Manage Park Attendants/  
Ambassadors Program  
Coordination with Maintenance Activities  
Customer Service

**PROGRAM COORDINATOR I PROPERTY**  
Capital Repair Program  
Manage Residential & Agricultural Leases  
Property Acquisition (assessment, site analysis & acquisition)  
Liaison w/Parks Foundation (Memorial Bench and Plaques)  
Grant Applications and Proposals  
Customer Service

**PROGRAM COORDINATOR I VOLUNTEER PROGRAM Existing**  
Manage Parks Volunteer Program  
Manage Adopt-a-Park Program  
Manage Adopt-a-Road Program  
Support Parks Operations as necessary  
Customer Service

**OFFICE ASSISTANT III**  
Office Management  
PIF Program Management  
Parks Financial Reporting  
Reservations Support  
Volunteer Program Support  
Customer Service

**PROGRAM MANAGER I MAINTENANCE SUPERVISION**  
Supervise Crew Chiefs and Maintenance Workers  
Assist Crew Chiefs in Prioritizing and Planning Work  
Support all aspects of Parks Program as required  
Implement Parks Maintenance Management System

PARKS WEST

PARKS EAST

PARKS NORTH

CAMPUS

VEGETATION