Description

Under general direction to supervise, coordinate, plan and evaluate interpretive programs for the Department of Parks and Recreation. Such programs are designed to provide natural science information, interpretive program expertise, historical resources and coordination of interpretive program related resources throughout the Parks and Recreation Department.

This position will have full supervisor responsibility over Interpretive Program staff assigned to work at and operate various Interpretive facilities such as historic sites and visitor centers. Desirable candidates will have a mastery of interpretive principles and practices, excellent communication skills, budgetary experience, and be willing to work weekends, holidays, odd and irregular hours, and conform to Department uniform standards.

Typical Tasks

- Plans, develops, coordinates, conducts, evaluates, and provides technical staff assistance, on a variety of department-wide and community-based interpretive programs;
- Develops, implements and coordinates long-range strategic planning for department-wide interpretive programs;
- Prepares and administers operation budget for the Interpretive Program, including Performance-Based-Budget development and implementation and staff resource allocation;
- Prepares and reviews the content of interpretive programs, walks, lectures and tours prepared by staff and personally plans and conducts such programs;
- Plans, develops, coordinates, and conducts special events which have a strong interpretive/educational focus, such as Earth Day, Arbor Day, and others;
- Develops and assists in the development of interpretive written material, including brochures and booklets used by the Department;
- Assists staff/volunteers with planning, design and preparation of informational exhibits located throughout the regional park system, maintains one or more visitor center resource facilities; develops and maintains a photo and slide collection, movies, videotapes and research library; researches and develops original material, both written and audiovisual for field use;
- Develops programs and trains field staff in the methods of preparing and delivering interpretive programs;
- Initiates community-based relationships with schools and other organizations in the areas of interpretation;
- Chairs the Department's interpretive task force, coordinates activities and programs with the Sheriff's Department Game Warden, and the California Department of Fish and Game and other related agencies;
- Prepares and maintains clear and concise records and reports regarding the Parks Department Interpretive and Natural Science Program and activities; prepares recommendations, justifies, and monitors the budget for the Department's interpretive program;
- Supervises, coordinates, assigns, trains, reviews, evaluates, counsels, and recommends disciplinary action of assigned staff;
- Performs other related duties as assigned.

**Employment Standards**

Possession of a four (4) year degree from an accredited college or university in Natural Resources, Park Management, Recreation Management, Business Administration, Management, Public Administration or a closely related field; and Two (2) years experience in an organization similar to the Santa Clara County Parks and Recreation Department that demonstrates possession and direct application of the following knowledge and abilities.

**Special Requirements:**
- Possession of a valid California driver's license prior to appointment.
- Willingness to work weekends, holidays, or other irregular hours and to conform to departmental uniform standards;
- Possession of a Standard First Aid and CPR certificate issued by the American Red Cross before completion of the probationary period.

**Knowledge of:**
- Natural resource conservation, park management, and general ordinances relevant to Parks and Recreation;
- Principles of employee supervision, training and development;
- Principles, and practices of first aid and safety;
- Audiovisual equipment and materials for presentations;
- Methods of Natural Science Interpretation;
- Program development and evaluation particularly as it applies to parks and recreation interpretive programs.

**Ability to:**
- Plan, coordinate, and evaluate natural science interpretive programs in a Regional Parks and Recreation Department;
- Develop, implement and coordinate long-range strategic planning for department-wide interpretive programs;
- Prepare and administer operation budget for the Interpretive Program, including Performance-Based-Budget development and implementation and staff resource allocation;
- Maintain current in natural science theory and the practice of interpretive programs;
- Plan, organize, and direct the work of others;
- Prepare and maintain clear and concise records and reports, including the preparation of budget recommendations and justifications;
- Operate a personal computer and its software;
- Read, interpret, and understand the laws, ordinances, and regulations relevant to perform the training and staff development functions described above;
- Speak and write effectively and make presentations before large and small groups;
- Deal effectively, and develop and maintain cooperative relationships with the public, employees, management, and representatives of other groups and organizations;
- Manage programs and delegate to supervisors and direct staff.
Parks Interpretive Program Supervisor Supplemental Questionnaire

**QUESTION 1**
Please answer the following questions. This information is **REQUIRED**, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in any subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Resumes will not be accepted in lieu of required supplemental responses. Please do not say "see resume" or "see application" or your application will be deemed incomplete. Do you understand this requirement?

- Yes
- No

**QUESTION 2**
What is the highest level of education you have completed? (by units)

- High School or GED equivalent
- College (1 to 29 semester units / 1 to 44 quarter units)
- College (30 to 59 semester units / 45 to 89 quarter units)
- College (60 to 89 semester units / 90 to 134 quarter units)
- College (90 to 119 semester units / 135 to 179 quarter units)
- College (120 or more semester units / 180 or more quarter units)
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctoral Degree

**QUESTION 3**
Indicate the major field of study for any advanced degree indicated in the above question.

- Natural Resources
- Park Management
- Recreation Management
- Business Administration
- Management
- Public Administration
- Other
- None of the above

**QUESTION 4**
If you indicated "Other" in your response to question #3, list your major field of study.

**QUESTION 5**
How many years of experience do you possess developing, planning, coordinating, and evaluating interpretive programs in an organization similar to Santa Clara County Parks and Recreation Department?

- No experience
- Less than 6 months
- 1 to less than 2 years
- 2 to less than 3 years
- 3 to less than 4 years
- 4 to less than 5 years
- 5 years or more

*QUESTION 6
Describe your experience developing, planning, coordinating, and evaluating interpretive programs in an organization similar to Santa Clara County Parks and Recreation Department?

Be detailed in your response. Include the name of employer(s) job title(s), dates of employment, and number of hours worked per week.

if no experience, type n/a.

QUESTION 7
How many years of management and/or supervisory experience do you possess?

- No experience
- Less than six months
- One to less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five years or more

*QUESTION 8
Describe your management or supervisory experience. Include responsibilities such as selecting, training, developing, evaluating, and disciplining staff.

Include employer name(s), job title(s), number of staff supervised, dates of employment, number of hours worked per week, and job duties. If no experience, type n/a.

*QUESTION 9
Describe your experience preparing, reviewing and evaluating the content of interpretive programs, walks, lectures and tours prepared by others.

Include the name of employer(s), job title(s), dates of employment and hours worked per week. If no experience, type n/a.

*QUESTION 10
Describe your experience planning, developing, coordinating, and conducting special events which have a strong interpretive/educational focus. Provide at least one example that details your specific role and tasks.

Include the name of employer(s), job title(s), dates of employment, and hours worked per week. If no experience, type n/a.
*QUESTION 11
Describe your experience preparing and administering an operations budget for a program, including development, implementation, tracking and staff resource allocation.
Include the name of employer(s) job title(s), dates of employment, and hours worked per week. If no experience, type n/a.

*QUESTION 12
Describe your experience conducting presentations to large and small groups
In your response include your employer(s) name, job title(s), hours worked per week, and job duties. If no experience, type n/a.

*QUESTION 13
How did you find out about this job?
- Contacted by County Recruiter
- Contacted by a Recruitment Firm
- County Employee Referral
- County of Santa Clara Career Website
- County of Santa Clara Job Interests Email Notification
- Facebook
- Instagram
- LinkedIn
- Indeed
- Virtual Job Fair
- In Person Job Fair
- In-Person Networking Professional Event
- Virtual Networking Event
- Community Event
- Glassdoor
- Governmentjobs.com
- Professional Association
- Search Engine (Google, Bing, online search, etc.)
- Hospital Website: SCVMC, O’Connor Hospital, St. Louise Regional Hospital Website
- Handshake
- Student Career Center
- County Text Message
- Other (Specify in the next question)

*QUESTION 14
If you selected an event/fair or other in the question above, please specify. If not, type N/A.

* Required Question