

# Portage Park District

## Position Description

**POSITION TITLE: Chief Ranger Full Time or Part Time**

DEPARTMENT: Administration

SUPERVISOR: Executive Director

FSLA STATUS: Exempt; non-civil service classified

**ABOUT PORTAGE PARK DISTRICT:**

The Portage Park District operates about 2,000 acres of parkland and over 17 miles of hike and bike trails across Portage County. Learn more at [www.portageparkdistrict.org](http://www.portageparkdistrict.org)

**POSITION SUMMARY:** Reporting directly to the Executive Director and supervising other ranger staff, the Chief Ranger will serve as a commissioned Peace Officer and be responsible for the planning and administration of all law enforcement activities of the Park District to ensure public safety and resource protection.

**POSITION REQUIREMENTS: *this position minimally requires the following:***

**CERTIFICATES OR LICENSES:**

- Certified Ohio Peace Officer.
- Possession of a valid Ohio driver's license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners.
- Current certification in First Aid and CPR

**EDUCATION AND /OR EXPERIENCE**

- Thorough understanding of criminal justice and public administration, typically acquired through a Bachelor's Degree program.
- Five plus years management experience in the parks/natural resources law enforcement field

**ESSENTIAL JOB DUTIES**

- Draft policies, procedures and revisions to rules and regulations as necessary to develop and implement the law enforcement program, including identifying necessary equipment, supplies and uniforms.
  - Patrol parks and trails by motor vehicle, bicycle and foot.
  - Manage staff: select, recommend, train, coach, monitor and assure performance; administer discipline as required. Schedule staff and work; maintain time and attendance records.
- Communicate with the public regarding law enforcement and protection of resources.
- Develop volunteer park patrol program
- Serve as a liaison to area police departments, emergency services, and courts, integrating and coordinating law enforcement activities.
- Direct or perform accident investigations; manage criminal investigations; review all incident and arrest reports.
- Manage traffic hazards; identify and report problems.
- Develop various emergency action plans to deal with potential emergencies resulting from weather, hazardous materials, etc.
- Investigate and respond to park patron complaints.

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- Schedule Ranger training programs; assume maintenance of certifications.
- Assess Ranger department programs and services; modify or replace as needed.
- Represent the Park District to various professional or law enforcement associations.
- Participate in general park planning activities. Develop an annual budget for law enforcement; maintain inventory of law enforcement materials and equipment.
- Serve as a member of the senior management team, participating in development of Park District strategy, policies etc. Maintain professional, cooperative working relations with other staff members, volunteers and the staff of other agencies.
- Maintain flexible schedule be prepared for law enforcement emergencies during on call hours as established by duty schedule or instructions.
- Meet and deal with all members of the general public in a professional helpful, civil and fair manner. Attend community and other meetings as assigned.
- Perform related duties as required.

**ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES**

- Interest in and support of the Portage Park District mission, and willingness to convey support for that mission to the public
- Thorough understanding of the criminal justice system, Park District Laws, Chapter 1545 of the Ohio Revised Code, local and state laws, rules and regulations.
- Knowledge of Portage County ecosystems and local natural resources management issues.
- Knowledge of modern office methods, procedures and equipment and the principles and procedures of record keeping. Ability to use a computer and GPS unit, with competence in word processing, spreadsheets, databases, and other relevant software.
- Ability to read, analyze and interpret technical journals, reports and some legal documents. Ability to read and interpret documents such as safety rules, operating instructions, procedure manuals and other educational manuals and instructions. Ability to write reports and correspondence.
- Ability to communicate clearly, concisely and effectively, both orally and in writing, including via telephone, radio, text message and email. Ability to articulate problems or challenges to be resolved in a clear, concise, courteous, nondiscriminatory and professional manner, and be able to provide clarification as necessary.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to exemplify the highest ethical standards of professional and personal conduct, and present a professional law enforcement appearance.
- Demonstrated emotional intelligence to include self-awareness and assessment, sensitivity and empathy. Demonstrated trust, openness, reliability, integrity and credibility.
- Demonstrated leadership and interpersonal skills including conflict resolution, team building, problem solving and ability to relate to all types of people.
- Other: A pre-employment background check, and drug test and other relevant screenings are required.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Physical agility and stamina to perform law enforcement functions and ability to pass the OPOTA fitness standards semi annually.
- While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to drive a car or truck, stand, sit, walk over rough terrain, cycle, use hands and fingers to handle, grasp, feel, type, reach with hands and arms, climb and balance. The

employee is required to stoop, kneel, crouch, crawl and lift 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- While performing the regular duties of this job, the employee works in an office environment as well as in a natural park environment with exposure to a broad range of outside weather conditions including wet, windy and/or humid conditions and temperatures below 32 degrees and above 100 degrees for periods of more than an hour.
- The employee is occasionally exposed to and moving mechanical parts. The employee may be exposed to various communicable diseases, insects, animals and poisonous plants. The employee may be exposed to outside pollutants in the air, water or land. The employee may be exposed to various chemicals, oils and pesticides.
- Employee is frequently required to travel to parks throughout the District, public forums and other offices and business.

*The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.*

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**ACKNOWLEDGMENT**

I acknowledge that I have been given a copy of the position description and that it is representative of the major duties and responsibilities of this position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Supervisor

\_\_\_\_\_  
Date