



Job Title: Park Ranger - Full-time (there are combinations of both permanent and end dated positions)

Location: City of San Jose
Department of Parks, Recreation and Neighborhood Services

Salary: \$26.55 to \$32.29 per hour

Position and Duties

The Parks, Recreation & Neighborhood Services Department is looking for highly motivated, personable individuals with strong leadership skills and innovative ideas to become part of a dynamic team of employees with a strong commitment to providing excellent service to our diverse community. Bilingual applicants speaking a second language such as Spanish or Vietnamese are encouraged to apply.

Under supervision, this classification performs duties of moderate difficulty including performing overall work in park operations and visitor services; resource and environmental protection; greeting visitors and explaining/interpreting park features; collecting and accounting for fees; performing rescue and fire suppression activities; administering first aid as needed; patrolling parks; enforcement of state and local laws; performing conservation programs and projects; providing lead direction to other park personnel; coordinating and leading volunteer and internship programs; providing traffic and parking control; and preparing written and oral reports and other communication.

The department currently has approximately 6 full-time benefited Park Ranger positions, some are permanent and some are end dated June 30 2015. There is a strong possibility that the end dated positions will be extended.

If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the applicants from this recruitment.

WORK SCHEDULES FOR MOST POSITIONS MAY FLUCTUATE TO MEET PARK OPERATIONAL NEEDS AND WILL INCLUDE WORK DURING LATE AFTERNOONS/EVENINGS, WEEKENDS AND HOLIDAYS. ASSIGNMENTS CAN BE MADE TO ANY AREA OF THE CITY'S REGIONAL PARKS, TRAILS SYSTEM, OR OTHER PRNS FACILITY.

Minimum Qualifications

Any combination of training and experience equivalent to:

Education: Successful completion of two (2) years (60 semester units or equivalent) of college in a major with emphasis in park management, park operations, natural or environmental science, or closely-related field.

Licenses/Certificates: Possession of a valid driver's license authorizing operation of a motor vehicle in the State of California. Possession of current Red Cross First Aid and CPR Certificates within the first 6 months of employment.

Full time positions require deputization as a peace officer within a prescribed time after appointment. The timeframe for meeting the deputization requirement depends on the availability of an enrollment slot in and successful completion of a Basic Law Enforcement Academy that averages 14 weeks and may require travel.

Employment Eligibility: Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Department of Labor.

Candidates may be asked to provide certificates (referenced in the Licenses/Certificates section above) at the time of interview.

Competencies

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

Job Expertise - demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations. Experience in general day-to-day park operations including: public contacts; fee collection; marina, lake, farm or aquatics operations; facility rentals; routine custodial maintenance tasks and special event oversight; ability to develop and implement park interpretive programs for the public; Knowledge and experience in Conservation Restoration and Natural Resource Management.

Reliability - completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate. Consistent availability to work weekends and holidays.

Conflict Management - uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people; takes charge and controls of potentially confrontational or emergency situations and demonstrates command presence in order to maintain compliance.

Customer Service - demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently in a timely, accurate, respectful and friendly manner; ability to courteously and appropriately relate to internal (co-workers, supervisor, other department staff, etc.) and external customers (public, other agency staff, etc.).

Communication Skills - communicates and listens effectively and responds in a timely, effective, positive and respectful manner; written reports and correspondence are accurate, complete,

current; well-organized, legible, concise, neat, and in proper grammatical form; ability to speak another language in addition to English (bi-lingual) is desired.

Computer Skills - experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.

Public Safety - Training and experience in Public Safety including Law Enforcement, Medical/First Aid, Firefighting/Rescue; responds calmly and effectively in emergency and/or stressful situations.

Supervision - sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; Knowledge and experience of supervisory methods and techniques, including the ability to instruct others.

Selection Process

The selection process will consist of an evaluation of the applicant's training and experience based on the application and responses to the Job Specific Questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews, one of which may include a practical/writing exercise.

If you are interested in applying for the Park Ranger position, please go to our website www.sanjoseca.gov/cityjobs and apply on line.