

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 16 day of MAY, 2025.


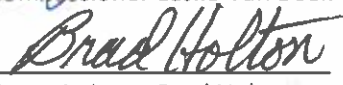
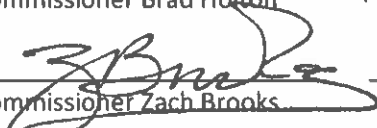
Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

- Adopt one (1) new position and job description in the Parks, Cultural, and Natural Resources Department

New Position

One (1) Parks Supervisor, salary grade 14, min. \$29.73, mid. \$35.38, max. \$41.02, position control number 52-312-941, FLSA Non-Exempt

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: Rick Hogaboam, Clerk


Deputy Clerk

Date: 5/16/25



Park Supervisor

Department: Parks, Cultural, Natural Resources
FLSA Designation: Exempt

Pay Grade: 14
Effective Date: 05/2025

Job Summary

The primary function of this position is to develop, plan, organize, coordinate, and execute the management and operations of Celebration Park, including oversight of the educational programs and supervision of full-time, seasonal, part-time, and volunteer employees. This position is under the direct supervision of the Parks, Cultural and Natural Resources Director, although considerable latitude is granted for independent judgment and initiative. The principal duties of the Park Supervisor are performed in a public building and an outdoor environment.

Key Responsibilities

- **Administrative**
 - Creates and implements internal policies and procedures that allow for efficient and effective delivery of a diversity of recreational and educational programs and use of building facilities, develops proposals for park master plan
 - Prepares technical documents and reports and assists with obtaining statistics and information related to programming, events, and visitation numbers
 - Prepares, supervises, and maintains records, documents, logs, and related operational, use incident, safety inspection, and maintenance documentation, ensuring compliance with relevant local, state, and federal policies
 - Supervises, coordinates, and administers day-to-day operations, hires, supervises, trains, evaluates, and schedules assignments and tasks of assigned staff at Celebration Park
- **Celebration Park**
 - Analyzes, recommends, and implements action to protect and conserve Celebration Park's natural, historical, archaeological, and recreational environment
 - Supervises and oversees safety and risk management of assigned parks, programs, and facilities, develops and recommends safety and emergency actions plans at Celebration Park
 - Assists Outdoor Recreation Planner in prioritizing, preparing, and reporting on grant applications for the upgrades and expansions of existing recreational sites, infrastructure, and development of new recreational sites and infrastructure at Celebration Park
- **Community Coordination**
 - Develops and maintains partnerships/MOUs, represents the park's department at public meetings, coordinates with user and community groups, special interest groups, landowners, and other agencies regarding issues of joint concern
 - Serves as liaison between park and enforcement agencies and works closely with local authorities to ensure compliance with park rules and ordinances as well as local, state, and federal laws and regulations
 - Responds to public concerns, develops alternative solutions, and initiates action to create change if needed
- **Other Duties**
 - Performs all work duties and activities following county policies, procedures, and safety practices
 - All other duties as assigned

Qualifications

Skills and Abilities:

- Methods, techniques, philosophy, and objectives of developing, managing, and operating park facilities, recreational programs, and museums

- Natural and cultural resource management, public and community relations and education methods, procedures and objectives
- Creating and assessing park goals and providing clear recommendations to protect and conserve park resources and enhance visitor experience
- Establish and maintain working relationships with employees, the public, other county departments, civic, community, school, and public interest groups, vendors and contractors, and other interested and affected parties
- Quickly solve problems and ensure participants and visitors experience excellent service
- Facilities, event and budget management, leadership, planning and organizational skills

Special Qualifications

- Idaho Driver's License
- Successfully complete a background investigation

Education and Experience

- Bachelor's degree in Park & Recreation Management, Natural or Cultural Resources Management, Outdoor Recreation, or related area preferred
- Four years of experience working in park, recreation, or resource management, including supervisory experience
- Any equivalent combination of experience and training may be considered

Essential Physical Abilities

- Clear speech with or without an accommodation to effectively convey detailed or important instructions or ideas accurately, loudly, and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 50 lbs.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.