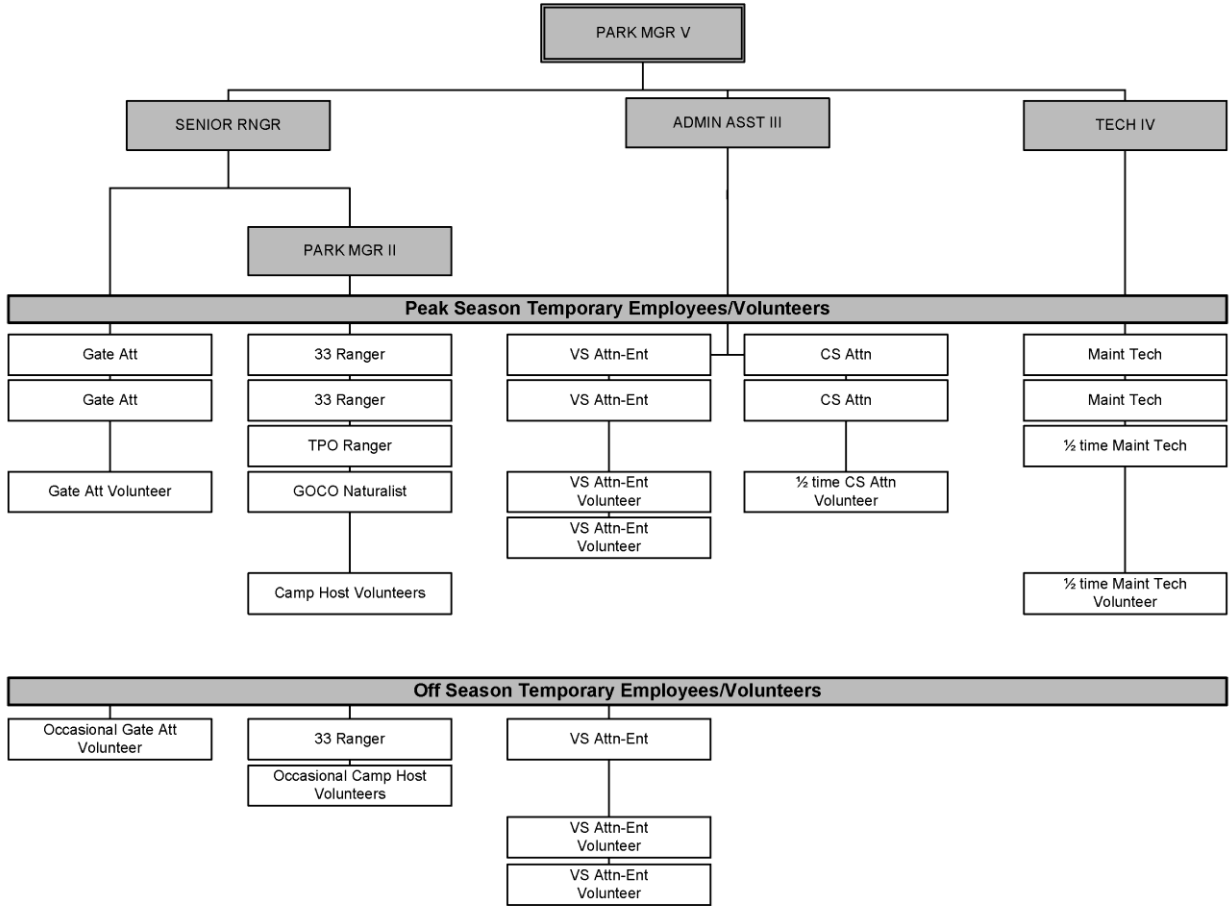


APPENDIX F

STAFF RESPONSIBILITIES & ORGANIZATIONAL CHART

Cheyenne Mountain State Park
Organizational Chart



PARK MANAGER V

- Park Manager Report
- Internal Accounting
- Complaints
- Media Relations/Press Releases
- KRONOS Approvals
- One-Card Allocation
- Park Brochure Updates
- GIS development
- Capital Construction Planning
- Community/Landowner/Partnership Liaison
- Budget allocations
- Youth Corp. mgt.
- Management Planning
- Master Planning
- Friends Group
- IT
- Marketing
- Supervises Sr. Ranger, AAIII, and PRT
- Policy/Procedures
- Work Programming
- Special Activities/Event mgt.
- Purchasing/Grants
- District Concept
- Human Resources mgt.
- Law Enforcement
- Risk Management
- Resource Management
- Customer Service

PARK MANAGER III

- Training and Safety Officer
- Interp program
- Complaints
- Media Relations/Press Releases
- Volunteers
- Law Enforcement
- LECS IR Approver for all FTE
- LE Records
- LE Equipment/Radio/Form Inventory
- LE/Court/Medical Liaison
- Court & DA Inquiries
- EDSys
- Supervises GOCO Interp
- Marketing
- Secondary Evidence
- Secondary Lost and Found Property
- Primary Webmaster
- customer service
- Supervises PMI/II
- Supervises TWP
- KRONOS Approvals
- Special Projects
- Interp Budget
- Recommends hiring/terminations of TWP
- TWP Processing
- Other duties as assigned

PARK MANAGER II

- Campground
- Reservations
- Supervises TWP/Rangers
- Revenue
- CUR/PARKS consignment
- Press Releases
- Primary Evidence
- LECS Citation Approver
- Coin machine and showers
- Court & DA Inquiries
- EDSys
- Law Enforcement
- KRONOS entry timekeeper
- Primary Lost and Found Property
- Recommends hiring/terminations of TWP
- Medical Supplies
- Change Fund Custodian
- Fire Chief
- TWP Budgets
- EMS Liaison
- Customer Service
- Other duties as assigned

ADMINISTRATIVE ASSISTANT III

- Supervises SWP maint., Comm. Service Workers,
- Recommends hiring & terminations of subordinates
- Buildings & Grounds
- Fleet management
- Equipment operation
- Snow removal
- Vehicle repairs & service
- Bulk fuel management
- Inventory control
- Tools & equipment
- Janitorial supplies
- Water / Wastewater treatment & licenses
- Tree care/landscaping
- Weed Control
- SWP, Equipment, and Buildings & Grounds budgets
- Locks & key control
- Other duties as assigned

PARK RESOURCE TECH. IV

- Supervises GOCO Interpreter
- Public information
- COFRS, Accounting & Receiving Reports
- Interpretation & EE program
- Marketing efforts
- KRONOS entry
- Pro-Card Allocation
- Reservation system
- Customer service
- Interp. Budget
- Park Trails Program
- Special projects
- Visitor Center Mgt. & Front Counter Sales
- Volunteer Mgt.
- Manages Noxious Weed program
- Interp. library & Resources
- Other duties as assigned