

APPENDIX E

STAFF RESPONSIBILITIES & ORGANIZATIONAL CHART

PARK MANAGER

- Supervises Sr. Ranger, Technician & Tourist Assistant
- Budgets & accounting
- Policy / Procedures
- Community / Landowner relations
- Work programming
- Planning / Development
- Purchasing / Grants
- District concept
- Human resources mgt.
- Media relations
- Liaison w/ govt. agencies
- Concessions
- Risk management
- Law enforcement
- Special Events mgt.
- KRONOS approvals
- GIS development

SENIOR RANGER

- Supervises Ranger
- Supervises SWP Rangers
- Supervises ANS Staff
- Recommends hiring & terminations of subordinates
- Training & Safety officer
- Liaison w/ DOW
- SWP, Safety & Boating budgets
- Radios
- Liaison w/ court & LE agencies
- Staff scheduling
- Boating & Lake Zoning
- ANS Program Manager
- Evidence custodian
- Special projects
- LE Records
- EMS Liaison
- WebMaster
- Other duties as assigned
- SWP hiring & termination
- SWP processing
- KRONOS entry

RANGER

- Supervises SWP Gates
- Recommends hiring & terminations of subordinates
- Entrance operations
- S/S Revenue Mgt.
- CUR & PARKS Consignment
- Coin-operated Showers
- Fire extinguishers
- Sign program
- Manages Snowmobile and OHV programs and budgets,
- Law enforcement
- Resource management
- Other duties as assigned

TECHNICIAN

- 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
- Swim beach samples
- Locks & key control
- Other duties as assigned

TOURIST ASST.

- 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

Stagecoach State Park
Organizational Chart

