



## City of Kansas City, Missouri Job Class Specification

**Job Title:** PARK RANGER SUPERVISOR

**Department:** PARKS AND  
RECREATION

**Job Code:** 3402

**Status:** NONEXEMPT

**Grade:** NE7

### Summary

This is responsible supervisory park security work assisting in the operation and management of the Park Security Division.

Work involves supervising subordinate park rangers and other staff as a shift supervisor or other major functions as assigned. Responsible for the training, scheduling, placement, and evaluation of assigned staff. Responsible for planning and organizing all pertinent program activities, solving problems, and exercising broad discretion and independent judgement to facilitate safe environments in Parks and Recreation sites. Work is reviewed through observation, reports and conferences.

### Duties and Responsibilities

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff performing security and enforcement work to ensure safe and efficient access for the public and other city staff.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion; assists in internal affairs investigations.
- May be assigned to conduct the Field Training Program for newly hired rangers; develops and revises training manual sections as needed.
- Supervises the use of and operation of tools, equipment, and vehicles; trains staff in work and safety procedures; implements procedures and standards.
- Monitors operations and activities of assigned work group; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work methods and techniques, and compliance with applicable standards and specifications.
- Supervises and patrols an assigned area by 4x4 vehicle, bicycle, ATV, or foot to ensure safe and proper use of park lands and facilities, monitors boundaries for encroachments, observes conditions, reports and investigates suspicious criminal activity or hazardous conditions, and deters crime by maintaining a highly visible presence.

**Duties and Responsibilities (cont.)**

- Enforces Park rules and pertinent local, State, and Federal regulations as approved; issues verbal warnings and/or citations as necessary; makes arrests in accordance with department policy; secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs investigations and/or cooperates with other law enforcement agencies providing investigative and case development support; prepares court cases and testifies in court as required.
- Supervises, coordinates, and responds to emergency medical incidents, search and rescue, and other emergency calls; notifies appropriate medical, law enforcement, and/or fire response agencies; assumes incident command; assesses and secures accident scenes; provides traffic and crowd control; provides basic emergency medical attention.
- Communicates utilizing multi-frequency radio; obtains and transmits information in the field to other staff, dispatchers, and other agencies.
- Operates and maintains a variety of vehicles, tools, and equipment such as, emergency patrol vehicles, batons, pepper spray, handcuffs, all-terrain vehicles, and various tools required for enforcement and patrol duties performed.
- Coordinates assigned services, projects, and activities with other field supervisors, departments, and outside agencies.
- Provides staff assistance to Parks staff when needed and prepares and presents reports and other written materials.
- Supervises the preparation and maintenance of work logs, reports, records, and files; ensures the proper documentation of operations and activities.
- Attends meetings, conferences, workshops, and training sessions.
- Performs other duties as assigned.

**Technical Skills**

Demonstrates advanced knowledge of:

Demonstrates knowledge of public safety, security and/or law enforcement skills relevant to the supervision and training of subordinate personnel. Understand applicable laws and city ordinances.

Ability to:

Communicate clearly in writing and speech. Analyze situations and adopt a quick and efficient course of action to mitigate or resolve them. React quickly and calmly in emergency situations. Enforce laws, ordinances, regulations and park rules with tact and impartiality. Instruct, plan, assign and supervise the work of park rangers. Establish and maintain effective relationships.

Skill in:

The care and use of firearms.

The employee is occasionally required to stand; walk and sit. The employee may be required to hike, or climb, to reach some remote areas. The employee must occasionally lift and/or move up to 30 pounds.

**Education and Experience**

Accredited bachelor's degree in criminal justice, public administration, education or one of the natural sciences and four (4) years of experience as a fully commissioned law enforcement officer, military police supervisor or as an armed corporate security supervisor.

OR

High school graduation and four (4) years of experience as a Senior Park Ranger within the Kansas City Parks & Recreation Department.

OR

High school graduation and eight (8) years of experience as a fully commissioned law enforcement officer, military police supervisor or armed corporate security supervisor.

**Certificates/  
Licenses/Special  
Requirement**

Possession of certificate of completion of a recognized police academy, or equivalent, at the federal, state, or local level. Must be eligible for POST certification.

Must pass a background check, physical exam, pre-employment drug screen, psychological evaluation and be eligible to obtain and maintain a special police commission as issued by the Kansas City Police Department (must obtain within 6 months)

**Supervisory  
Responsibility**

Supervision is exercised over assigned personnel.

**Supervision  
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as required. Reasonable accommodation will be provided to qualified individuals with disabilities. The right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**  
**Revised**

07/23  
03/24, 08/24

DocuSigned by:  
 8/19/2024  
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