



## City of Kansas City, Missouri Job Class Specification

**Job Title:** CHIEF PARK RANGER

**Department:** PARKS AND  
RECREATION

**Job Code:** 3403

**Status:** EXEMPT

**Grade:** EX6

### Summary

This is a managerial park enforcement position accountable for planning, developing, and administering law enforcement programs or security services for municipal parks or sites, including supervision of park enforcement positions. Provide a comprehensive security plan for Parks and recreation facilities, buildings, structures and spaces. Will provide oversight and guidance to park ranger staff. Will act as a liaison between the Board of Parks and Recreation Commissioners and the Kansas City, MO Police Department. Will develop and review safety initiatives, emergency response procedures and monitor and disseminate relevant park-related threat information.

### Duties and Responsibilities

- Monitors and disseminates relevant park-related threat information, law enforcement data and other intelligence.
- Actively participates in community safety initiatives, particularly those involving gangs, graffiti, vandalism, etc. Issues citations, obtains evidence and testifies in court as necessary.
- Detects safety risks and hazards to users and employees and devises corrective measures. Establishes unit emergency response procedures and responds to emergencies related to accidents, injuries, or threats to control the facility.
- Establishes unit emergency response procedures and responds to emergencies related to accidents, injuries, or threats to control the facility. Serves as a commissioned and recreation enforcement officer and may assist conservation officers or other law enforcement officers on division administered property.
- Responsible for Park Ranger staffing including hiring, discipline, training and discharge. Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees. Inspect work of subordinates, including reports, records and patrol logs.
- Maintains inventory on equipment, supplies, and materials, including requisitioning supplies and materials as needed. Directs the maintenance and care of assigned equipment and instructs subordinates in the proper use of such equipment.
- Maintains records, prepares reports, and composes correspondence relative to work. Compiles evaluation reports and makes recommendations on specific problems related to visitor use and safety.
- Oversees the development and execution of interpretive and educational programs. Plans, develops, coordinates, and directs programs related to visitor services and resource management, such as search and rescue, recreation, managed hunting, trespass and traffic control.
- Recruits, trains and coordinates volunteers for park watch programs.

<b>Duties and Responsibilities</b> <b>(continued)</b>	<ul style="list-style-type: none"> <li>▪ Independently solve diverse and difficult problems, including those concerning controversial and/or critical issues.</li> <li>▪ Conducts security audits and inspections including CPTED (crime prevention through environmental design) and establishes plans and procedures to minimize safety hazards. Assists in the completion of Standard Operating Procedures and creation/updating of departmental functions.</li> </ul>
<b>Technical Skills</b>	<p>Considerable knowledge of:          Demonstrate knowledge of public safety planning for parks, grounds and buildings and the rules and regulations governing admissions to and departure from the areas. Understand applicable state laws and city ordinances. Understand operating procedures including emergency plans and inter-agency coordination</p> <p>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 working relationships with subordinates and other city employees, representatives of other agencies, patrons, tenants, and the general public.          Work with and coordinate activities with local, state, and federal partners.</p> <p>Skill in:          The care and use of firearms.</p> <p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk and sit for long periods of time. 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.</p>
<b>Education and Experience</b>	<p>Accredited Bachelor's degree in criminal justice, public administration, education or one of the natural sciences or a related field and six (6) years of experience as a fully commissioned police officer with at least three (3) years managing law enforcement officers.</p> <p style="text-align: center;">OR</p> <p>An equivalent combination of education and experience.</p>
<b>Certificates/ Licenses/Special Requirement</b>	<p>Possession of certificate of completion of a recognized police academy at the federal, state, or local level and be eligible for POST certification.</p> <ul style="list-style-type: none"> <li>▪ Must pass a physical examination as prescribed by the City.</li> <li>▪ Will be required to pass a preemployment drug screen.</li> <li>▪ Must pass a background check and psychological evaluation as prescribed by the City.</li> <li>▪ Must be eligible to obtain and maintain a Class A private officer security license as issued by the Kansas City Police Department (must obtain within 6 months)</li> <li>▪ Must possess a valid State – issued driver's license in accordance with City of KCMO policies.</li> </ul>
<b>Supervisory Responsibility</b> <b>Supervision</b> <b>Received</b>	<p>Supervision is exercised over assigned personnel.</p> <p>Work is performed under general supervision of the Parks Director.</p>

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 may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created**

12/22

**Revised**

01/2024