



City of Pueblo • Human Resources • PO Box 1427 • Pueblo CO 81002
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KNOWLEDGE, SKILLS AND ABILITIES CHECKLIST

CLASS TITLE: PROGRAM COORDINATOR – PARK RANGER

Form Instructions:

1. List the Knowledge, Skills and Abilities (KSAs) from the most recent version of the Job Description.
2. The KSAs are important to successful job performance. These must be evaluated in terms of overall degree of importance and percent of time such KSAs are used in accomplishing essential job functions.
3. Use the following criteria to represent the Degree of Importance:
 - a. MINOR - The skill area is used 5% or less of the time.
 - b. MODERATE – The skill area is used between 6-14% of the time.
 - c. MAJOR – The skill area is used 15% or more of the time.
 - d. ALWAYS – The skill area is used to successfully perform all or nearly all aspects of the position.
4. KSAs containing asterisks (***) may be subject to testing through the Civil Service Commission.

| Knowledge, Skills, and Abilities (KSA) Essential to perform this job | Degree of Importance |
|--|---------------------------------|
| Knowledge of methods, principles, and standard practices of security and enforcement; | ALWAYS |
| Knowledge of supervisory methods and techniques in planning, organizing, directing, training, and supervising the functions of the Park Ranger's office and personnel; | ALWAYS |
| Knowledge of methods and techniques used in estimating time, equipment, and materials for assigned projects; | MAJOR |
| Knowledge of rules and regulations of any governing agency that provides oversight to assigned programs including the ability to interpret codes and regulations; | ALWAYS |
| Knowledge of methods and techniques of data collection; | MODERATE |
| Knowledge of principles and practices of record keeping, business correspondence, and report preparation; | MAJOR |
| Knowledge of recent trends, current literature, and other information related to assigned program area; | MINOR |
| Knowledge of City Parks and Recreation Facilities and their locations; | ALWAYS |
| Ability to operate modern office equipment including computers and software such as Word, Excel, and Outlook; | MAJOR |
| Ability to establish and maintain effective working relationships with those contacted during work; | ALWAYS |
| Ability to work successfully with and provide good customer service to supervisors, other City employees, the public, and other agencies; | ALWAYS |
| Ability to recommend and implement goals and objectives for providing services; | MODERATE |
| Ability to ensure program compliance with mandated City policies, procedures, rules, and regulations; | ALWAYS |


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|--|--------|
| Ability to interpret, explain, and abide by City and Park policies and procedures; | ALWAYS |
| Ability to communicate clearly and concisely both orally and in writing | ALWAY |
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In my judgment, the knowledge, skills, and abilities shown on this checklist reasonably match the knowledge, skills, and abilities of this position.

Director Name: Steven Meier Title: Director/Parks & Recreation

Signature:  Date: 1.17.20

HR Representative: Shelby Angus Title: HR Analyst

Signature:  Date: 1/22/2020