

# Vicki L. Armentrout

## OBJECTIVE

I am seeking the Bureau Chief position that will afford me the opportunity to apply my experience & skills at all park facilities within the Riverside County.

## EXPERIENCE

2015 – Current County of Riverside, Regional Park & Open-Space District

Area Park Manager – Eastern County; Lake Skinner, Lake Cahuilla, Mayflower Park & Kabian Park

- Manage operations of Eastern County facilities; plan, organize, evaluate operational activities/programs, processes, budget development w/fiscal balance, employee development, administrative accountabilities, planning improvements, review performance of subordinates, hiring/promoting/disciplining & terminating personnel
- Inspect park facilities and instruct subordinate supervisors in new or more efficient operations or maintenance procedures, or corrective actions to minimize safety hazards
- Evaluate, revise, and implement administrative, operational, and maintenance procedures to meet specific needs of the assigned area
- Direct the enforcement of all County ordinances & District Policies
- Monitor the business operations of concessionaires

2004 – 2015 County of Riverside, Regional Park & Open-Space District

Park Ranger Supervisor – Manage Lake Skinner/Kabian Park

- Supervise, plan, schedule, review and implement operations, administrative & maintenance program procedures, provide administrative and technical direction of staff, assign, and evaluate the work of staff engaged in the operations of an assigned park, superior informed incidents/problems/project status, 33 direct reports, conduct hiring, securing volunteer services, promoting, evaluating, discipline and terminating subordinate personnel (large recreational facility including a 300 site campground, lake, picnic grounds, amphitheater and a multi-million dollar water park)
- Project manager
- Prepare budget projections, expenditures analysis ensure within fund provisions, fiscal 1.4 budget – revenue accountability
- Resolve employee relations problems/recommendations for corrective action
- Plan & implement recreational & interpretive programs, organize special events held within park land; MWD Solar Cup, Balloon & Wine Festival, Concerts “in the park”, soccer tournaments
- Conduct training on departmental practices, ensure parks maintained in accordance with applicable rules/regulations/policies/procedures and safety guidelines, develop/implement policy & procedures
- Perform park development and planning, assist facility construction coordination
- Coordinate & monitor safety policies/procedures to reduce accidents
- Training of safe boating and water rescue procedure
- Maintain detailed specialized reports/records, revenue/expenditures analysis
- Red-tagged unsafe equipment/projects until safety compliance met
- Supervise enforcement of park rules, regulations/Interpret laws, regulations and codes to determine compliance/safety
- Perform monthly park self-safety inspections to include playground safety inspections
- Inspect park facilities & evaluate effectiveness of operations/maintenance
- Monitor materials storage and usage, identify safety hazards to eliminate unsafe working conditions, IIPP/MSDS compliance, prepare/analyze reports
- Investigate/review reports of accidents/complaints
- Monitor parkland contracts & concessionaires business operations on park premises
- Testing and monitor reporting evaporation/oxidation pond health/safety compliance (San Diego Water Quality Reporting)
- Maintain effective relations with related agencies, Metropolitan Water District, Riverside County Sheriff, Riverside County Transportation
- Review plans and specifications for park site projects, recommend modifications

- Answer, investigate public inquiries and complaints concerning park operations and maintenance, investigate complaints, issue warnings and citations for non-compliance of State, Federal and local regulations;
- Requisition personnel/equipment allocation. Assess and collect applicable fees

1993 – 2004 County of Riverside, Regional Park & Open-Space District  
Park Ranger II – Manage 14 Western parks

Plan, schedule, assign, supervise, and evaluate the work of staff engaged in the operations of assigned parks, review plans and specifications for park site projects, recommend modifications; conduct training on departmental practices, policies, and procedures, participate in hiring, promoting, discipline and terminating subordinate personnel; answer, investigate public inquiries and complaints concerning park operations and maintenance; investigate complaints issue warnings and citations for non-compliance of State, Federal and local regulations; interpret and explain park policies, rules, regulations and ordinances, conduct training on departmental practices, policies/procedures and safety guidelines, developed coordinate, monitor safety policies, procedures to reduce accidents associated with safety problems, interpret laws, regulations and codes to determine safety compliance, red-tagged unsafe equipment/projects until safety compliance met, perform monthly self-safety inspections, monitor materials storage and usage, identify safety hazards to eliminate unsafe working conditions, prepared/analyzed reports, developed/implemented and conducted evacuation plan/procedure for District Headquarters, monitor/testing well system, investigate/review reports of accidents/complaints, IIPP/MSDS compliance, maintain detailed specialized reports/records, revenue/expenditures analysis, requisition equipment/supplies. Maintain fire prevention and protection standards and practices as established by the State Department of Forestry; patrol park areas to promote an orderly and congenial atmosphere among park visitors. Monitor contracts, arrange special events held within park land; safety coordinator, coordinate assistance programs with related agencies, Riverside County Sheriff, Riverside County Transportation, Riverside City Parks; assess and collect applicable fees.

1987 – 1993 County of Riverside, Regional Park & Open-Space District  
Park Ranger II Lake Skinner/Mountain park facilities/Lake Cahuilla

Plan, schedule, assign supervise and evaluate work of staff engaged in the operations at: Lake Skinner, Hurkey Creek, McCall Park, Idyllwild Park, Lawler Lodge, Alpine Lake Cahuilla; lake, campgrounds, swimming pool, and day use facility's operational procedures; created and implemented training of safe boating and water rescue procedure, answer and investigate public inquiries and complaints; patrol parks to promote an orderly and congenial atmosphere among visitors, resolve problems; issue warnings and citations for County Ordinances, California State Fish & Game Regulations, and California Boating Regulations; maintained detailed reports and records; assess and collect fees

1982-1987 County of Riverside, Regional Park & Open-Space District  
Park Attendant/Assistant Park Ranger

Asses and collect applicable fees, enforce County Ordinances, State Fish & Game Regulations, and California Boating Regulations; prepare detailed reports; maintenance of building and grounds.

## **EDUCATION**

1988-1991	Riverside Community College - Administrative of Justice
1988	Post PC832 w/firearms
1982	Arlington High School – Honors Graduate

Certificate Training:

Conflict Management Skills, Riverside County Personnel Supervisory, Aquatic Facility Operator (AFO), Basic Boating, Boating Safety, Advanced Boating & Safety, Managing Multiple Projects, Handling People with Diplomacy & Tact, Objectives and Deadlines, Disciplinary Process, Turf/Tree Management, Horticulture, CPRS- Maintenance Management Graduate; Riverside County Management Excellence Academy.

## **SKILLS**

- Supervision
- Training
- Job Development

Policy & Procedure Development  
Interpersonal Skills  
Budgetary Analysis  
Communication  
Counseling  
Microsoft Applications - Office, Word, Excel

## **REFERENCES**

Kyla Brown	RivCoParks Director
Scott Bangle	Former RivCoParks Director
Ann Dixson	Former Park Superintendent