

**Final Exam
PRM 471**

- _____ 1. You are planning a day camp program. Your budget is \$8000. You will receive no more than a 25% subsidy. If you have 50 participants, what is the cost per person of this subsidized program?
- a. \$200
 - b. **\$120**
 - c. \$160
 - d. \$40
- _____ 2. Some of the reasons for incorporating a parks and recreation law enforcement plan are:
- a. Provide accurate information
 - b. Ensure clean and functional facilities
 - c. Sense of security
 - d. **All of the above**
- _____ 3. When projecting capital improvements for a municipal P&R system, the most reasonable planning period would be for
- a. **5 years**
 - b. 10 years
 - c. 15 years
 - d. 20 years
- _____ 4. **(T/F)** Human Resource Planning helps the organization assess its current workforce and plan for future needs.
- _____ 5. **(T/F)** Employees will more often deliver better service to customers when they have sufficient resources.
- _____ 6. A good Law Enforcement Plan addresses the following components:
- a. Good programs and services, discipline, financing
 - b. Authority, weapon use, jurisdiction
 - c. **Law Enforcement, Traffic Control, General Security**
 - d. None of the above
- _____ 7. Which of the following documents is most often used to purchase items from an external vendor?
- a. Cash receipt/Check
 - b. **Purchase order**
 - c. Invoice

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- _____ 8. (T/F) It is the P&R employees duty to ensure a safe environment as ignoring items that are in disrepair could lead to negligence claims.
- _____ 9. (T/F) The focus of a Traffic Control plan is access.
- _____ 10. (T/F) Human Resource Planning bridges the gap with a plan of what is needed in the future in order for the organization to meet its goals and objectives.
- _____ 11. (T/F) In many municipal P&R organizations, HR management is usually conducted internally.
- _____ 12. When offering a recreational program or service, the most important thing managers/supervisors keep in mind is the _____ and _____ of the participants.
- a. Safety and Well-being
 - b. Safety and Security
 - c. Happiness and safety
 - d. Excitement and well-being
- _____ 13. As the supervisor you want to advertise an event based on your organization's marketing plan. The underlying purpose of a marketing plan for a public organization is to:
- a. Determine community needs
 - b. Serve more people
 - c. Establish an annual advertising campaign
 - d. Expand media coverage
- _____ 14. An *Assessment Valuation* is used to determine the value of the property which is evaluated annually by the local tax assessor. These taxes provide the majority of income for municipal parks and recreation agencies. As a taxpayer you are going to be assessed taxes on your property. Your home has an actual assessment of \$50,000. Property in Oxford is assessed at 80% of actual value. The tax rate for Oxford is \$1.13 per \$100. What is the total amount of taxes you will have to pay? Show your work on how you determined the tax amount. (5pts)
- a. \$4,520
 - b. \$45.20
 - c. \$452
 - d. None of the above

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- _____ 15. Issues affecting HR Planning are:
- a. **Fiscal, Political, Diversity**
 - b. Law Enforcement, Security, Low Income families
 - c. Risk Management, Program needs, Code of Ethics
 - d. None of the above
- _____ 16. According to studies, the most important attributes in choosing a park are:
- a. Secluded and has water
 - b. Safe and quiet
 - c. **Safety and Security**
 - d. None of the above
17. Match the appropriate management levels with their duties. (4pts)
- | | |
|-------------------------|---|
| _B_ First Line Managers | A. Specialized personnel having a defines area of expertise and responsibilities |
| _E_ Middle Managers | B. Supervisors directly responsible for the work of their subordinates |
| _D_ Top Managers | C. Have broader control with varied responsibilities and functions |
| _A_ Functional Managers | D. Small group of executive positions responsible for planning and operations |
| _C_ General Managers | E. May have several layers in an organization and direct the work of lower managers |
- _____ 18. (T/**F**) A Job Analysis is done one time and it is a process of describing the work tasks that comprise a job and the knowledge, skills, abilities, and other characteristics.

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- _____ 19. Which of the following should be the primary consideration in developing P&R staff work schedules?
- a. Staff availability
 - b. Union contracts
 - c. Salary costs
 - d. **Program needs**
- _____ 20. There are several federal laws governing employment. Some are:
- a. Title VII
 - b. Presidential Executive Orders
 - c. Americans w/Disabilities Act
 - d. Family Medical Leave Act
 - e. **All of the above**
- _____ 21. The most important reason for the park and recreation supervisor to document the need for disciplinary action is to
- a. protect the supervisor
 - b. terminate the employee
 - c. provide factual details
 - d. **prevent legal action**
- _____ 22. The park and recreation professional is conducting a part-time staffing recruitment and hiring plan for the summer. The agency operates in a community of 90,000 residents. Women, minorities, and people with disabilities are under-represented on the agency's staff. Which of the following should be targeted FIRST in improving this recruitment and hiring plan?
- a. Preparing position announcements
 - b. Internal and external recruitment strategies
 - c. **Staff training for recruitment and interviewing**
 - d. interviewing job applicants
- _____ 23. The implementation of appropriate risk management policies and procedures should reduce an agency's:
- a. Maintenance cost
 - b. Right of due care
 - c. Program attractiveness
 - d. **Cost of insurance**

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- _____ 24. Which of the following is the best way to communicate work rules and policies?
- a. Discuss them at in-service training sessions
 - b. Distribute the policy manual to each new employee
 - c. Hold essential employee hearings
 - d. Post them in prominent locations.
- _____ 25. Which of the following are appropriate ways for a park and recreation professional to network with related organizations in the community to maximize efforts and services?
- a. Frequent e-mails and phone calls with peers from other organizations
 - b. Implementation of market segmentation within the community
 - c. Attending monthly meetings of local governance or community social services
 - d. Sharing newsletters with peers from other organizations
- _____ 26. A park and recreation professional is responsible for conducting scheduled inspections for facilities and equipment. What is the MOST IMPORTANT reason for conducting these types of inspections?
- a. It is the foundation for a good risk management plan and maintenance program
 - b. It gives the supervisor the ability to generate the necessary work orders to correct any obvious problems or issues
 - c. It ensures the facility staff are completing the essential functions of their job to reduce facility and equipment failures
 - d. It allows the park and recreation agency to increase the lifespan of facilities and equipment
- _____ 27. Site planning should be preceded by which of the following?
- a. Developing construction plans and specifications
 - b. Advertising and letting of bids
 - c. Obtaining proper permits
 - d. An approved master plan
- _____ 28. The primary purpose of risk management is to reduce risks associated with
- a. Daily operations
 - b. Participation of volunteers
 - c. Agency money management
 - d. Hiring practices

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- _____ 29. The purpose of the Occupational Safety and Health Act is to:
- a. Ensure an advanced level of environmental quality
 - b. Prevent injuries by ensuring a safe work environment
 - c. Mediate health and safety concerns of whistle blowers
 - d. Compensate workers for injuries suffered while on the job.
- _____ 30. The proper step when responding to complaints or disputes is to
- a. Take a defensive posture to defend the organization
 - b. Have the complaint/dispute filed officially
 - c. Point out the answer immediately
 - d. Treat the complaint/dispute as presented
- _____ 31. (T/F) If you have a Law Enforcement Policy and good employees, you can guarantee visitor safety.
- _____ 32. Which of the following is the best way to communicate work rules and policies?
- a. Discuss them at in-service training sessions
 - b. Distribute the policy manual to each new employee
 - c. Hold essential employee hearings
 - d. Post them in prominent locations
- _____ 33. By policy, a park and recreation agency will provide a 50% subsidy for youth athletic programs. The following data are available: (5pts)

Youth Baseball Program

Expenditures:

Field maintenance \$10,000
Personnel \$14,000
Equipment and supplies \$30,000
Utilities \$8,000
Insurance \$2,000

Revenues:

Registration \$13,000
Sponsor fees \$15,000

Based on this information, what is the maximum amount of subsidy this agency will provide for this program?

- a. \$18,000
- b. \$24,500
- c. \$32,000
- d. \$36,000

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- _____ 34. What are strategies an organization needs to implement in order to be proactive in preventing crimes from happening in your park?
- a. Situational, Development, Community
 - b. Inservice training, Positive work climate, Action plan
 - c. Risk Analysis, Equipment in good repair, Prepare for Special Needs
 - d. None of the above
- _____ 35. (T/F) A Security Plan addresses the general use of your outdoor areas/facilities and special group projects/activities.
- _____ 36. (T/F) Risk Management is an ongoing process, requiring time and commitment from top mgmt and all employees in an organization
- _____ 37. (T/F) General security can be the difference btw the success or failure of park & recreation organizations.
38. Mr. Mike Black spoke to our class about law enforcement. What was the most important premise/point he continued to repeat throughout the discussion? (3pts)
39. Mr. Rob Boyd spoke to our class about what topic/information? (3pts)
- _____ 40. (T/F) There should be a disciplinary system based on the code of conduct and performance standards and should also have a grievance procedure in place.