ASSISTANT PARK MANAGER

GENERAL DEFINITION OF WORK: *FLSA Status: Non-Exempt*

Performs intermediate paraprofessional work managing a specific park facility including resource protection, operational oversight of park facilities and coordinating and providing outdoor recreation programs; does related work as required. Work is performed under regular supervision. Supervision is exercised over part-time program staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating and implementing environmental education, nature and outdoor skills programs; scheduling staff and programs and special events; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assists in supervising, directing and evaluating assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; trains and develops employees; schedules personnel; solicits volunteers; writes employee training materials.
- Develops and presents environmental education, nature and outdoor skills programs to the general public, school and scout groups; develops and presents special events.
- Serves as lead of the Parks and Recreation Department's Promotions Team; works to increase the public awareness of department programs, facilities and events; explores new avenues of promotions.
- Completes cash reports and transmittals; bills groups for charges; prepares and submits reports; composes text for publication; completes departmental forms; assists with budget preparation; authorizes expenditures within prescribed limits; prepares and audits deposits; programs cash registers; counts cash drawers; makes deposits; pays invoices; researches billing errors; tracks invoices on a ledger; researches potential purchases; maintains concession inventories; operates concessions.
- Enters a variety of data into computer system.
- Oversees the Maintenance Department staff; repairs park equipment; fells trees; builds, repairs and maintains park trails; oversees the work of community service workers; completes time logs.
- Receives and responds to inquiries and complaints.
- Ensures standards for resource protection are being met to include land use and water resource management.
- Maintains park residence and park facilities; mows grass and maintains landscaping; cleans picnic shelters; empties trash; power washes facilities; cleans restrooms; reads flowmeter of Germantown Lake and adjusts dam gates; patrols park areas for violations; responds to first aid emergencies; investigates park incidents.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of the equipment and techniques necessary to successfully conduct recreation programs; general knowledge of the methods involved in organizing, conducting, promoting, and supervising recreation activities; general knowledge of current standards in conservation and natural resource management; general knowledge of and skill in park operations and maintenance; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; ability to express ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with associates, officials and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation, physical education or related field and some experience in one or more of the major fields of organized recreation programs.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

None.

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