

## **PARK MANAGER (Municipal)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the overall responsibility for supervising, coordinating and implementing a safe, economical and efficient system of building, grounds and equipment maintenance in municipal parks. The work also involves implementing a diverse range of outdoor recreational programs at assigned county parks. Work is performed under the general direction of a higher level supervisor with considerable leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of all personnel assigned to park operations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and directs park maintenance and recreational program activities at municipal park facilities;  
Oversees the planning, scheduling and organizing of grounds, building, and equipment maintenance to be performed at the municipal park facilities;  
Supervises, schedules, trains and evaluates all park personnel and seasonal employees in performance of duties;  
Promotes good public relations with park patrons and the general public;  
Maintains and accounts for all revenue, ticket receipts and park fees;  
Requisitions equipment, material and services necessary to make repairs and carry out programming;  
Compiles records and prepares reports of building and grounds maintenance repairs, personnel and programs;  
Monitors annual operating budget to insure spending remains within budgetary constraints;  
Prepares annual operating budget with justifications for submission to the supervisor;  
Plans and makes recommendations concerning the long range plans for assigned area;  
Keeps abreast of New York State Health Department rules and regulations pertaining to park facilities;  
Participates in the building, grounds and equipment maintenance responsibilities associated with the municipal park facilities as needed.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of park maintenance and safety;  
Good knowledge of the principles and practices of recreation programming;  
Good knowledge of the principles and practices of supervision;  
Good knowledge of health regulations as they pertain to a park facility;  
Working knowledge of first aid techniques;  
Ability to supervise the work of others;  
Ability to communicate effectively both verbally and in writing;  
Ability to operate a variety of park maintenance tools and equipment;

Ability to interpret and carry out general and detailed instructions;  
Ability to deal effectively with the general public;  
Ability to establish and maintain effective working relationships;  
Ability to perform general grounds, buildings and equipment maintenance;  
Initiative;  
Courtesy;  
Resourcefulness;  
Tact.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in park and/or recreation management or closely related field and two years of administrative experience in a park or recreation program; OR
- B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in park and/or recreation management or closely related field and six years of parks/recreation experience, two years of which must have been in an administrative capacity; OR
- C) Graduation from high school or possession of an equivalency diploma and eight years of parks/recreation experience, two years of which must have been in an administrative capacity; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in park and/or recreation administration or a closely related field may be substituted for one year of the required non-administrative experience.

SPECIAL REQUIREMENTS:

- 1) Possession of the appropriate level Motor Vehicle Operator's License at time of appointment.
- 2) Certification in the following within the probationary period:
  - American Red Cross Standard First Aid or equivalent AND
  - American Red Cross CPR for Professional Rescuer or equivalent AND
  - Automated External Defibrillator
  - EPI pen training