

Classification Title: Park Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Manages and oversees all aspects of planning, development, operation, maintenance and programming for a County park facility and grounds. Maintains partnerships with local organizations and users to provide quality recreational and educational park experiences.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	M	Performs routine tasks to ensure appropriate programming, opening and closing of facilities, equipment and facilities maintenance and visitor safety. Conducts routine inspections of playgrounds, facilities and grounds. Manages the construction or repair of facilities and works with project managers, architects and inspectors.
2	M	Works with committees, citizen groups and users to promote activities and programs and coordinate special events. Negotiates agreements and contracts for services. Works with outside agencies and user groups in master planning, land purchases, policy and program development.
3	L	Monitors revenues, expenditures and accounts. Oversees contracted services. Prepares and monitors the annual budget, including major purchases, invoicing and timely deposit of funds.
4	M	Manages special projects such as capital improvements, acquisitions and facilities design. Creates and presents new programs for approval and implementation.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Parks, History, Parks Administration or a related field.
Experience	Three years of experience in parks administration or historical sites management.
Equivalent Education & Experience	Yes
Certification and Other Requirements	First Aid Training and CPR within one year of employment. A valid driver's license and a "safe" driving record required.
Reading	Advanced

CLASSIFICATION REQUIREMENTS	
Math	Intermediate
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand and power tools, computers, printers and related software

PRIMARY WORK LOCATION	
X	Office Environment
	Clinic
	Recreation Centers/Neighborhood
X	Outdoors (see 1 below)
	Shop
	Vehicle
	Warehouse
	Other (see 2 below)

(1) Parks, grounds, and, Facilities

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Personal protective equipment, hearing protection safety glasses, dust masks, safety shoes, hard hat, gloves