

Classification Title: Assistant Park Manager

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Assists in the daily management and oversight of the administration, operations, maintenance and programming for a county park facility, including the grounds. Implements and evaluates program activities for facilities and grounds operations.

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 opening and closing tasks and ensures proper staffing for activities. Inspects equipment and facilities for repair and/or maintenance. Removes hazards.
2	M	Maintains visitor safety and ensures their protection. Enforces all park rules and regulations. Monitors safety procedures and practices for employees and volunteers.
3	L	Monitors budgets and examines park needs. Makes budget recommendations. Tracks expenditures, invoices and the timely deposit of funds.
4	M	Oversees educational programs and special events. Assists with materials and site preparation, presentation, delivery and evaluation. Creates displays, special presentations and exhibits and markets programs.

CLASSIFICATION REQUIREMENTS:

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Education	Bachelor's degree in Parks, History, Parks Administration or a related field.
Experience	Two years of experience in parks management or parks supervision.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required. Depending on area of employment, these certifications may be required after initial hire: Pesticide Applicator's License, First Aid training, Playground Inspector and/or CPR.

Reading	Advanced
Math	Intermediate

CLASSIFICATION REQUIREMENTS	
Writing	Advanced
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work 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	
Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	X Other (see 2 below)

(1) N/A

(2) Outdoors, in vehicle, in office environment.

PROTECTIVE EQUIPMENT REQUIRED:

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