

## ASSISTANT PARKS OPERATIONS MANAGER

GENERAL STATEMENT OF DUTIES: Performs a variety of administrative, supervisory and skilled work duties that are required in the daily operation of revenue producing and other assigned facilities, including but not limited to: Crossroads Village and Huckleberry Railroad, Wolverine Campground, Boat Launches, For-Mar Nature Preserve & Arboretum and the Mounds ORV Park; works under supervision of the Parks Operations Manager; performs other related duties as required.

### STATEMENT OF TASKS:

Supervises paid and volunteer staff;  
Recommends, plans, implements and evaluates daily activities;  
Oversees operation, programming and staffing of assigned facilities;  
Coordinates and supervises a variety of functions including training, scheduling, evaluations, etc.;  
Assists in the development of annual goals and evaluates progress in meeting those goals;  
Participates in the process of staff hiring;  
Ensures and maintains upkeep of all computer equipment, programs and network connectivity needs for assigned facilities;  
Coordinates and supervises the development and implementation of recreational programs and special events for revenue producing and other assigned facilities;  
Assists in ensuring proper maintenance of all assigned facilities;  
Prepares reports and maintains records generated by revenue producing and other assigned facilities;  
Assists in developing and maintaining budgets;  
Assists in handling cash operations and is required the ability to handle large sums of money;  
Handles public and employee safety, and overall operations of revenue producing and other assigned facilities.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties and employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of parks and recreation functions and activities;  
Knowledge of park planning, development and maintenance;  
Ability to schedule, direct, supervise and train employees;  
Ability to assess and respond to emergency situations;  
Ability to use a computer and associated software;  
Ability to consistently interact with the general public and staff with a courteous demeanor and attitude;  
Ability to develop and adapt approaches to problems in a productive manner;  
Ability to coordinate and motivate employees;

Ability to maintain good interpersonal relations;  
Ability to communicate clearly and effectively both orally and in writing;  
Ability to attend work regularly and work under stressful conditions;

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Parks and Recreation, Business Administration or Public Administration and experience with RecTrac recreation reservation software or similar reservation software.

**-OR-**

Five (5) years' experience in management or historical interpretation, preferably in the tourism industry.

**-OR-**

Five (5) years' experience in parks and recreation, or tourism, and experience with RecTrac recreation reservation software or similar reservation software.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license.  
Must be willing to work weekends, holidays and irregular hours.  
May be required to be on call.

  
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Human Resources Director

Established: September 25, 2019  
Revised: November 23, 2020