

PARKS OPERATIONS MANAGER

GENERAL STATEMENT OF DUTIES: Performs a variety of skilled professional duties in the operation and management of revenue producing and other assigned facilities, including, but not limited to: Crossroads Village/Huckleberry Railroad, Wolverine Campground, Boat Launches and the Mounds ORV Park; supervises a wide variety of staff; works under the direction of the Director of Facilities Management; performs related duties as required

STATEMENT OF TASKS:

Assures the appropriate operation, programming, staffing & scheduling of Crossroads Village/Huckleberry Railroad, Wolverine Campground, the Boat Launches, the Mounds ORV Park and other revenue producing and other assigned facilities that are developed;

Develops and maintains systems to handle customer relation issues;

Develops annual goals and evaluates progress towards those goals;

Assists with the development of revenue producing facilities regarding their operation and management;

Assists with purchasing, planning and upkeep of all computer equipment, programs and network connectivity needs for revenue producing and other assigned facilities;

Supervises development and implementation of recreational programs and special events for revenue producing and other assigned facilities;

Assists with the development and implementation of marketing strategies for revenue producing and other assigned facilities;

Supervises the hiring, scheduling and training of a wide variety of staff;

Coordinates with the Park Superintendent to ensure the proper maintenance of all revenue producing and other assigned facilities;

Supervises the preparation of all necessary reports and records generated by the revenue producing and other assigned facilities;

Prepares cost estimates, tentative budgets, and associated documents for revenue producing and other assigned facilities and their associated programs.

Supervises the use of different types of social media.

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 an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to schedule, direct, supervise and train employees;

Considerable knowledge of parks and recreation functions and activities;

Knowledge of public relations programs in conjunction with parks and recreation activities;

Knowledge of methods used in keeping financial accounts and records;

Ability to prepare and present complex oral and written reports;

Ability to communicate clearly and effectively both orally and in writing;

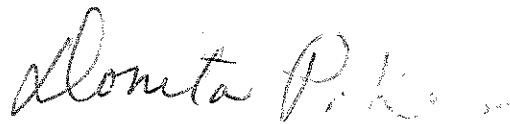
Ability to assess and respond to emergency situations;
Ability to use a computer and associated software;
Knowledge of park planning, development and maintenance;
Ability to maintain good interpersonal relationships and communicate effectively with government officials, department heads, employees and the public.
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business Administration, Parks and Recreation, Marketing, Public Administration, or Accounting –AND- five (5) years experience in management, marketing or related field, preferably in the tourism industry.

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.



Human Resources Director

Established: December 1, 2014