

## **PARK MANAGER**

**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 the Broome County parks. The work also involves implementing a diverse range of outdoor recreational programs at assigned county parks, and assisting in the planning and preparation of grant opportunities. Work is performed under the general direction of the Director of Parks, Recreation and Youth Services 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 Broome County park facilities;  
Oversees the planning, scheduling and organizing of grounds, building, and equipment maintenance to be performed at the Broome County 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 Director;  
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;  
Investigates and identifies new funding opportunities;  
Assists the Director of Parks, Recreation and Youth Services in planning and developing funding opportunities including but not limited to retail, service activities, grants, and tourism;  
Provides assistance in program planning and contract management;  
Assists the Director of Parks, Recreation and Youth Services in completing grant applications;  
Maintains files on grant activities;  
Participates in the building, grounds and equipment maintenance responsibilities associated with the Broome County park facilities as needed.

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

Thorough knowledge of the principles and practices of park maintenance and safety;  
Thorough 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 research grant opportunities;  
Ability to operate a variety of computer software programs;  
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) Possession of a Bachelor's Degree in Park and/or Recreation Management, Leisure Studies, Natural Resource Management, Construction Management, Environmental Management, Outdoor Studies, or closely related field and two years of administrative experience in parks and recreation, construction, or building and grounds maintenance; OR
- B) Possession of an Associate's degree Park and/or Recreation Management, Leisure Studies, Natural Resource Management, Construction Management, Environmental Management, Outdoor Studies, or closely related field and six years of experience in parks and recreation, construction, or building and grounds maintenance, 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 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 one of the fields listed above 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

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.