

## **ASSISTANT PARK MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting in the operation of a park, recreation programs and serving as a lifeguard as required. Work is performed under general supervision. Supervision may be exercised over lifeguards and other employees of the recreation area. The incumbent will assume responsibility for the operation of the park and facility in the absence of the Park Manager.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the operation of a park, swimming area, recreation programs and boat rentals;

Assists in supervision of subordinate personnel;

Assists in the enforcement of park and beach rules and regulations;

Assists in establishing and enforces swimming areas and boundaries;

Stands watch or patrol of a bathing beach keeping bathers within bounds and going to their aid when they are in difficulty;

Applies resuscitation techniques and otherwise renders first aid as needed;

Assists in and prepares financial reports, program reports, and other record keeping;

Plans and conducts recreational activities;

Assists in developing and conducting public relations activities;

Collects fees, issues receipts for monies received and makes deposits;

Provides direct supervision over activities at a daytime swimming facility;

Ensures the beach area is free of glass and other debris;

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Performs routine duties such as repairing and maintaining equipment; and

Assists with cleaning within the park and facilities.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of first aid, life saving, and rescue work as applied to accidents; ability to deal with the public and to secure cooperation effectively; ability to keep records and to make simple reports; good observation; mental alertness; and good moral character; ability to plan, organize and carry out all supervisory related activities; ability to plan and supervise the work of others; knowledge of state and local laws and regulations; ability to get along well with others; and reliability.

MINIMUM QUALIFICATIONS: Candidates must have two (2) seasons of lifeguarding experience and must be at least 18 years of age at time of appointment **and** must

(1) Possess and maintain a current Standard American Red Cross or equivalent

Lifeguarding, Waterfront Skills/First Aid/CPR/AED certifications; and

(2) Possess a valid appropriate class driver's license.

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Originated: 1/14/2026

Jurisdictional Class: Non-Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 1/28/2026