

ASSISTANT SITE MANAGER, FORT DELAWARE 355-A

DISTINGUISHING FEATURES OF THE CLASS: This seasonal position involves responsibility for planning and directing programs at Fort Delaware and related areas. The incumbent will assume responsibility for the operation and promotion of a historical and recreational facility in the County in the absence of the Site Manager. Must be available to work regularly from May through September, weekends are required. Supervision is exercised over all Fort Delaware seasonal employees. Work is performed under the general direction of the Director of Parks, Recreation & Beautification. Does related work as required.

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.*

When designated, assumes responsibility for complete operation of facility;

Assists with preparing facility for season opening and end of season closing;

Assists with the supervision of seasonal employees in the daily operation of programs and facility;

Assists with developing narratives and interpretation for all displays and teaches each employee as to its use;

Assists with planning and scheduling special events and demonstrations which supports site mission;

Assists with the promotion of the facility;

Assists with the review of applications and interviews prospective employees;

Assists with maintaining records for admissions, supplies purchased and repairs, etc.;

Assists with the operation of facility concessions and collection of proceeds;

Assists with review of displays and recommends change.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Working knowledge of office terminology and procedures; working knowledge of methods used in financial accounts and records; ability to carry out oral and written direction; ability to plan and supervise work of others; ability to deal with the public; ability to promote, plan organize and carry out all related activities; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year experience for a facility, organization or establishment that involves extensive contact with the public.

Note: Completion of coursework at a college or university can be substituted for work experience on a year for year basis with thirty (30) credits being equivalent to one year of work experience.

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Last Reviewed: March 30, 2000

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised & Replaced in Classplan 3/15/16

Revised & Replaced in SC Personnel Classplan 5/3/19