

PARK MANAGER (LAKE SUPERIOR)

358-A

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work involving responsibility for operating a seasonally run public park and beach, including, directing and coordinating boat rentals. Work is performed under general direction of the Sullivan County Director of Parks, Recreation and Beautification, with considerable leeway for carrying out job responsibilities within established policies and procedures. Supervision is exercised over seasonal park staff. The incumbent also oversees the activities of outside contractors employed to fulfill assignments. 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.*

Promotes the organization of recreational activities in order to secure maximum use of grounds,

beach and lake area;

Interprets rules and regulations pertaining to park and beach activities;

Organizes, monitors and controls storage, receiving, sanitation and operational procedures;

Assigns work and supervises park employees, including life guards as well as

boat rental laborers and park entry attendants;

Administers park and pavilion permits;

Assists in the maintenance of the park, including water testing for both beach and potable water

sources;

Collects fees for boat rentals, or other park related services;

Implements financial management systems, controls and checks and balances on park operations,

including ticket sales, permits and boat rentals operations;

Monitors boat launch area;

Assists in enforcing relevant state, county and local municipal regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARAC-TERISTICS: Good knowledge of park areas and layout; ability to promote, plan, organize and carry out park activities; good knowledge of buildings, parks and grounds maintenance procedures; good knowledge of first aid, life saving and rescue work as applied to accidents in the water; ability to plan and supervise the work of others; working knowledge of recording cash register operations, financial responsibility and cash deposit procedures; ability to keep records and make reports; ability to get along well with others; reliability; resourcefulness; dependability; and good judgment.

MINIMUM QUALIFICATIONS:

Part-Time or Seasonal Positions

Graduation from high school or possession of a high school equivalency diploma and one (1) year experience in recreational activities.

Full-Time Positions

Either:

- (A) Possession of a Bachelor's Degree or higher from a regionally accredited college or university or one accredited by the New York State Board of Regents; or
- (B) Completion of sixty (60) credit hours of college study from a regionally accredited college or university or one accredited by the New York State Board of Regents and two (2) years of experience in recreation activities, including preparing monetary reports and deposits; or

- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as stated in (A) and (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT FOR SEASONAL AND FULL-TIME POSITIONS:

Candidate must be at least 18 years of age at time of appointment or 21 years of age if supervising a junior lifeguard **and** must

- (1) Possess a valid appropriate class driver's license;
- (2) Possess a current Standard Red Cross First Aid Certificate;
- (3) Possess a Cardio Pulmonary Resuscitation Certificate for Professional Rescuer/AED; and
- (4) Possess a Lifeguard Certification with Waterfront module.

NOTE: Your degree or credits must have been awarded by a college or university accredited 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 or credits were 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.

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NYS Civil Service Commission Approval: N/A

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