

PARK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative work involving responsibility for operating a seasonally run municipal park. Work is performed under general direction of the Town/Village Board or Town Supervisor, whichever is applicable, with considerable leeway for carrying out job responsibilities within established policies and procedures. Supervision is exercised over recreational, maintenance and grounds keeping 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, lakes, pool, camping facilities and parks;

Interprets rules and regulations pertaining to park activities;

Prepares annual budget for Board approval;

Maintains financial and other records pertaining to all park activities;

Assigns work to recreational staff, attendants, maintenance, and groundskeeping staff;

Reviews and approves park permits and scheduling of events;

May operate a small food concession;

Assists in the maintenance of the park;

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

Requisitions materials and equipment;

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Supervise activities of all subordinate employees;

Assists in enforcing relevant state, county and local municipality 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 park and budget administration; good knowledge of buildings, parks and grounds maintenance procedures; ability to plan and supervise the work of others; ability to keep records and make reports; ability to get along well with others; reliability; resourcefulness; dependability; and good judgment.

MINIMUM QUALIFICATIONS: 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 and one year experience in recreation management, business administration, public administration, accounting or a related field; or
- (B) Completion of 60 semester hours of college study from a regionally accredited college or university or one accredited by the New York State Board of Regents and three (3) years of experience in recreation management, business administration, public administration, accounting, or a related field; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

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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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