

SITE MANAGER, FORT DELAWARE

DISTINGUISHING FEATURES OF THE CLASS: This is a seasonal position involving responsibility for the operation and promotion of a historical and recreational facility in the county. Must be available to work regularly from May through September, weekends are required. Work is performed under the general direction of the Director of Parks, Recreation & Beautification. Supervision is exercised over all Fort Delaware seasonal employees. 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.*

Coordinates and oversees preparation of the facility for season opening and supervises the end of season closing of facility;

Supervises seasonal employees and volunteers in the daily operation of facility;

May assist in the review of applications for employment and interview of prospective employees;

Prepares narrative for each display and teaches each employee as to its use;

Plans and schedules special events and demonstrations which support site mission;

Prepares announcements and press releases of season activities for distributions to schools, camps, media, etc.;

Maintain records of admissions, supplies purchased, repairs etc.:

Oversees the operation of facility concessions and collection of proceeds;

Review displays and recommends changes.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology and procedures; working knowledge of methods used in keeping financial accounts and records, ability to carry out oral and written directions; ability to prepare correspondence and reports; ability to plan and supervise the work of others; ability to secure the cooperation of others; ability to deal with the public; and good judgment.

MINIMUM QUALIFICATIONS:

- 1) Possession of a Bachelor's degree from an accredited college or university, or
- 2) Completion of 60 credit hours of under graduate courses at an accredited college or university or an Associate's degree from accredited college or university and two (2) years experience as a manager or supervisor for a facility, organization or establishment that involves extensive contact with the public, or
- 3) Four (4) years experience as a manager or supervisor for a facility, organization or establishment that involves extensive contact with the public.

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Last Reviewed:

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A