

SEASONAL CAMPGROUND MANAGER

Genesee County Parks and Recreation Commission

2021 Pay Rate: \$12.90

GENERAL STATEMENT OF DUTIES:

Responsible for the overall operations of more than one campground; may participate in the daily operations; works under supervision; performs related duties as required

STATEMENT OF TASKS:

- Insures proper registration of campers, issuance of permits, and collection of fees, preparation and maintenance of such records as sales reports, inventory reports, registration records, and bank deposits.
- Supervises subordinate employees, including testing, In-service training, and scheduling.
- Responsible for the preparation and maintenance of necessary reports and records, including financial reports, payroll personnel evaluations, and may handle large sums of money.
- Responsible for seeing that all park and campground rules are applied on a fair and impartial basis to all park users as well as to subordinate employees.
- Works with maintenance to insure cleanliness of park campgrounds and facilities.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Ability to schedule, direct, and supervise the work of subordinate employees and train them in regard to all aspects of their duties as required.
- Knowledge of methods used in keeping financial accounts and records.
- Ability to maintain accurate and up-to-date inventory records.
- Ability to prepare and maintain necessary reports and records.
- Ability to understand and carry out complex oral and written directions.
- Ability to maintain good interpersonal relationships.
- Ability to communicate effectively with the general public, as well as the park staff.

MINIMUM QUALIFICATIONS:

- Five (5) years (seasons) experience in one or more of the following areas: parks, campgrounds, sales, or education (teaching).

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license.
- Must be willing to work weekends, holidays, and irregular hours as scheduled and/or directed.
- May be required to wear a prescribed uniform.
- Must be courteous in dealing with the general public, concessionaires and fellow staff members