

Assistant Operations Manager Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Responsible for the dally management of assigned revenue generating facility (Wolverine Campground, Boat Launches, Mounds ORV). Participates in daily operations; performs responsible duties in maintaining the safety of park visitors; works under supervision, but also expected to work under own initiative; provides direction to subordinate employees; performs related duties as required.

STATEMENT OF TASKS:

Issues permits, collects fees, prepares, and maintains bookkeeping records such as sales, inventory, and registration reports and bank deposits, Registers visitors.

Ensures Park visitors comply with all applicable park rules, regulations, and state law.

Assists in supervising and training subordinate employees.

Maintains an accurate Inventory and stocks store with goods and supplies.

Assists In preparation and maintaining of necessary reports and records, including financial reports, payroll personnel evaluations, and may handle large sums of money.

Maintains good public relations with park visitors and disseminates information on park facilities, activities, and related park programs.

Ensures proper maintenance of grounds and other related facilities.

Plans, develops, and conducts programs (Wolverine campground)

The statement of tasks above is 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 the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to schedule, direct, and supervise subordinate employees.

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 assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to apply and teach park maintenance techniques.

Ability to correctly use and care for hand tools and light equipment.

Ability to understand and carry out complex oral and written directions.

Ability to maintain good Interpersonal relationships and communicate effectively with the general public and Parks staff.

MINIMUM REQUIREMENTS:

Ability to read, write, and physically perform the work.

Possession of a valid driver's license.

Three years (**3 seasons**) experience working as an Operations Specialist at Genesee County Parks **AND** maintained a satisfactory employee evaluation

OR

Three (**3**) years' experience working in a campground with supervisory experience.

SPECIAL REQUIREMENTS:

Will be required to work weekends, holidays, and Irregular hours as scheduled.

Will be required to wear a prescribed uniform.

Must be courteous in dealing with the general public and fellow staff members.

All applicants will be Issued two (2) uniform shirts, additional shirts may be purchased.

Applicants for Wolverine Campground or Mounds ORV will be required to purchase OSHA approved safety-toed shoes/boots prior to beginning employment. After the first forty (40) hours of employment, the employee will receive \$50.00 towards the cost of the required safety-toed shoes/boots, during the first season of employment only.