

Operations Manager I & II Genesee County Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs a variety of skilled professional duties in the operation and management of revenue producing facilities, including, but not limited to: Wolverine campground, Boat Launches, Mounds ORV Park, and Crossroads Village & Huckleberry Railroad. Supervises a wide variety of staff; performs related duties as required.

STATEMENT OF TASKS:

Assures the appropriate operation, programming, staffing & scheduling of assigned facilities.

Develops and maintains systems to handle customer relation issues.

Develops annual goals and evaluates progress towards those goals.

Assists with development of assigned facilities.

Assists with purchasing, planning and upkeep of all computer equipment, programs, and network connectivity needs.

Supervises development and implementation of recreational programs and special events for assigned facilities.

Supervises the hiring, scheduling, and training of a wide variety of staff.

Coordinates with the Park Superintendent and Director of Maintenance and Project Management to ensure the proper maintenance of facilities.

Supervises the preparation of all necessary reports and records generated by assigned facilities.

Prepares cost estimates, tentative budgets, and associated documents for assigned facilities and associated programs.

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, supervise and train subordinate employees.

Knowledge of parks and recreation functions and activities.

Knowledge of methods used in keeping financial accounts and records.

Ability to prepare and present complex oral and written reports.

Ability to assess and respond to emergency situations.

Thorough knowledge of park rules, policies, and procedures.

Ability to communicate clearly and effectively both orally and in writing.

Ability to use a computer and associated software.

Knowledge of park planning, development, and maintenance.

Ability to maintain good interpersonal relationships and communicate effectively with public and staff.

Ability to attend work regularly and work under stressful conditions.

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.

May be required to be on call.

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.

OPERATIONS MANAGER MINIMUM QUALIFICATIONS:

One year (season) experience working as an Operations Manager at Genesee County Parks AND maintained a satisfactory employee evaluation.