

Nicholas County Veterans Memorial Park

19 Memorial Park Rd, Suite B
Summersville, WV 26651
304-872-3552

, Park Manager Job Description

Nature of Work

- An employee in this class is responsible for the management, operation, maintenance, and protection of moderately developed county owned parks.
- May have "off-facility" responsibilities including picking up mail at the Post Office, material pick-ups, and meetings with the Parks & Recreation Commission and the County Commission.
- Employee is guided by statements of policy and outlined assignments and answers to the Nicholas County Parks & Recreation Commission.
- Employee is required to exercise considerable discretionary judgment and initiative in planning and directing facility events in the areas of building maintenance, sanitation, public relations, personnel management and training, event coordination, rentals, public work programs, federal and state regulatory compliance, accounting, record keeping, revenue production, budget preparation and control, concession contract administration, public safety, and all related endeavors.
- Performs related work as required.

Examples of Work: (but not limited to)

- Schedules daily hours to accommodate events & rentals
- Inspects the grounds and structures, and monitors meters on a daily basis. Plans, oversees, and/or performs maintenance if necessary due to staff limitations.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, tax reports, expenditure reports, inventories, etc. for the entire park, including the pool.
- Inspects completed work in all areas of operation.
- Develops and performs employee training and familiarization programs.
- Makes recommendations and initiates repairs, maintenance and/or renovations of structures, grounds, facilities, trails, fences, roads, and other physical features of the Park.
- Drain, Clean, and repair the pool for opening, and closing. Supervise the pool manager.
- Devises new operational methods and techniques. Handles and resolves both written and verbal complaints.
- Keeps daily journal of work performed for the Parks & Recreation review at monthly meetings.

Established: January 15, 2003
Effective: January 15, 2003
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Knowledge:

- Basic knowledge of business management practices. Basic knowledge of personnel management practices. Basic knowledge of general managerial, operational, and technical procedures/methods.
- Ability to train and manage a varied staff.
- Ability to develop good working relationships with supervisors, employees,
- and the general public.
- Ability to plan, assign, and supervise work of employees.
- Ability to use oral and written instructions in a clear and concise manner. Ability to prepare comprehensive work plans, records, and reports.
- Ability to make sound decisions.
- Ability to effectively deal with personnel matters.

Minimum Qualifications:

Training: High School Graduate required. Graduation from a four-year college or university with a major or minor in botany, zoology, geology, recreation, park/resort management, business administration, public administration is helpful but not required.

Experience: Helpful but not required

Special Requirements: Must be licensed or eligible to operate a motor vehicle in West Virginia. Must have knowledge of farm equipment. Must be fit enough to execute the duties described in Nature of Work.

Job description is not all inclusive and does not necessarily include all tasks required of the employee

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