

ASSISTANT RECREATION AREA MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Recreation Area Manager in supervising and participation in the operation and maintenance of a county marina park. Duties are performed under the general supervision of the Recreation Area Manager with allowance made for the use of independent judgement in performing the details of the work. Direct supervision is exercised over Marina Attendants and Maintenance Workers. An Assistant Recreation Area Manager does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Recreation Area Manager in the following activities:

- Plans and participates in the installation of docks and preparation of buildings and grounds for boating season;
- Supervises and assists marina employees in the operation and maintenance of the facility;
- Inspects buildings and grounds to note needed repairs;
- Oversees the removal, repair, and storage of equipment at seasons end;
- Writes specifications for new equipment and improvements at the marina;
- Reviews bids for adherence to specifications;
- Orders equipment and maintains inventory of supplies;
- Deposits marina receipts and maintains a ledger of revenue and expenses;
- Explains marina rules and regulations to the public;
- Writes periodic reports on marina operations;
- Maintains payroll and leave time records on employees;
- Independently carries out a variety of assignments in areas such as personnel, special accounts, insurance, etc;
- ;Compiles a mailing list of tenants for billing and correspondence;
- Files various daily, weekly, or annual reports;
- Compiles data for the preparation of financial and statistical reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of the rules governing the use of the Onoville Marina; working knowledge of the operation and maintenance of marina and campgrounds; working knowledge of purchasing and inventory control; working knowledge of record and account keeping; ability to plan, organize, and supervise the work of others; ability to understand and carry out oral and written instructions; ability to prepare bid specifications; ability to prepare written reports; mechanical aptitude; manual dexterity; courtesy to the public; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Either:

Graduation from high school or possession of a high school equivalency diploma and two years of experience in the construction, operation and/or maintenance of a marina, park or recreational facility; OR

Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration, park administration, recreation, natural resources, environmental management, construction technology or a related field.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 2/17/88

Revised: 6/20/2013