

Department: _____
Classification: _____
Grade: _____

SPEC DISK A3
DOCUMENT 16

PARK DISTRICT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for managing the park district facilities and programs. This is important administrative work involving responsibility for accurate and efficient management of park district facilities and programs. Duties are performed in accordance with policies and objectives formulated by the Town Board but with considerable leeway for exercise of independent judgment in carrying out technical phases of the work. General supervision is exercised over the work of all park district employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Has charge of all park district facilities, including arena, golf course and ski center;

Directs the work of all park district employees;

Directs the operation, repair and maintenance of arena;

Plans, promotes and organizes arena events such as ice shows, exhibits and conventions;

Schedules ice skating sessions;

Plans and organizes hockey, skiing, bobsledding and skating contests;

Plans and assigns work for maintenance and repair of golf course;

Inspects ski tow to insure safe operations;

Supervises operation of refrigeration plant and construction and repair of ice floor;

Supervises distribution of publicity material such as handbills, posters and programs;

Cooperates with Chamber of Commerce and various local organizations in making arrangements for conventions, by devising stage settings, floor plans, exhibit booth, demonstrations and speaker stands;

Oversees the keeping of financial accounts and records;

Has charge of purchasing supplies and equipment;

Supervises activities of office personnel;

Answers correspondence pertaining to business activities of the park district;

Checks and prepares reports on park district activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern business administration procedures, public personnel practices, equipment and budgetary procedures; ingenuity and resourcefulness in handling administrative problems; ability to promote, plan and organize a wide variety of sports activities and to operate and maintain a sports arena; ability to plan and supervise the work of others; ability to present written and oral comments and opinions clearly and concisely; thoroughness and

dependability, neatness in appearance, sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Five years of business experience at least two years of which shall have been in a management or supervisory capacity and a history of active participation in one or more winter sports; or an equivalent combination of training and experience sufficient to indicate ability to do the work.