

The Maryland-National Capital Park and Planning Commission

TITLE: Park Facility Assistant Manager GRADE: E CODE: 3250  
SERIES: Park Activities DATE: 1/13/88

Class Definition

Under direction, performs paraprofessional recreation, management or maintenance work for a park facility involving moderate responsibility, complexity, and variety. Assists in managing facility and programs at an enterprise or park facility. Performs routine administrative work. Performs other related duties as assigned.

Examples of Important Duties

1. Operates facility in absence of supervisor. Opens and closes facility. Safeguards cash and valuables. Monitors building utility systems to ensure proper operation. Makes minor building repairs. Calls for building maintenance and repairs. Monitors use of rental equipment, supplies, furniture. Checks park facility for general condition and safety hazards.
2. Provides recreation services. Gives advice on using facility for events (e.g., meetings, parties, wedding receptions). Greets visitors. Explains rules, memberships and operations. Accepts reservations and registrations for programs and events. Prepares and confirms rental contracts. Rents equipment. Collects and deposits fees. Monitors recreation activities. Interprets and enforces rules.
3. Recommends programs and special events (e.g., tournaments, leagues, courses). Assists in developing and organizing programs and events.
4. Performs personnel work. Assists in recruitment, selection, and training of temporary and part-time staff in operating and maintaining facility. Completes paperwork and coordinates with other Commission offices to process personnel actions, time cards, injury reports, and other routine personnel matters. Establishes work schedules.
5. Performs bookkeeping. Audits daily receipts. Maintains bookkeeping records of revenues and expenditures. Assigns proper accounting codes. Checks own financial records against monthly printout from Finance Department. Reconciles differences. Prepares routine financial reports. Checks records, meets with staff, and calls Finance Department to investigate and resolve any differences.

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Examples of Important Duties (Continued)

6. Makes routine purchases. Reviews catalogs and meets with vendors to evaluate items to be purchased. Obtains price quotes. Writes purchase orders.
7. Keeps facility records. Maintains records on funds received, contract files, refunds, reservation files, etc. Maintains records of revenues and expenditures, inventory of supplies and equipment. Writes daily and monthly administrative reports.
8. Maintains and analyzes data. Operates microcomputer with user-friendly software (e.g., lotus 1-2-3). Enters data (e.g., accounting, inventory, personnel, purchasing). Performs data analyses (e.g., tables, graphs, statistics). Prints reports.
9. Collects and writes materials for brochures, informational materials and news releases.

Important Worker Characteristics

- A. Knowledge of (1) bookkeeping; (2) Commission organization;\* (3) Commission policies and procedures;\* (4) Merit System regulations;\* (5) office practices; (6) safety; (7) supervisory techniques.
- B. Skill in operation of (1) microcomputer; (2) photocopier; (3) typewriter; (4) user-friendly software.
- C. Ability to (1) understand a system of procedures; (2) apply principles to solve practical problems; (3) calculate fractions, decimals, and percentages; (4) read routine reports and correspondence; (5) write routine reports and correspondence; (6) use proper spelling, punctuation, and grammar; (7) speak clearly; (8) organize work efficiently; (9) provide courteous service.

\* Developed primarily after employment in this class.

Minimum Qualifications

1. High school graduation, or GED; and

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Minimum Qualifications (Continued)

2. Three years progressively responsible administrative experience and specialized training to include bookkeeping, purchasing, personnel; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Works evenings, weekends, and holidays. Moderate pressure to meet deadlines. Facility normally operates 7 days per week, 7-18 hours per day.