

The Maryland-National Capital Park and Planning Commission

TITLE: Enterprise Coordinator
SERIES: Park Activities

GRADE: I **CODE:** 3263
DATE: 1/13/88

Class Definition

Under direction, performs difficult professional recreation work involving considerable responsibility, complexity, and variety. Monitors and oversees the management of day-to-day operations and programs of a group of major enterprise facilities, such as airports, convention centers, equestrian centers, golf courses, ice rinks, and swimming pools, for one County. May be assigned to one activity area within all enterprise facilities for the County, e.g., aquatics programs or coordination of golf course functions. Provides advice in planning, design, and construction of new facilities to Enterprise Chief. Investigates complaints and controversial matters. Performs other related duties as assigned.

Examples of Important Duties

1. Monitors Division operations. Reviews reports and conducts frequent inspections to monitor day-to-day operations and programs of facilities. Advises Enterprise Managers on ways to solve technical problems, comply with administrative procedures, and improve management of facilities. Conducts special investigations of accidents, fires, and crimes. Coordinates activities with other Commission units and outside government agencies. Keeps supervisor informed about important matters. Makes recommendations for new or revised management processes, policies, training programs, or new equipment.
2. Coordinates new facilities, working with planners, architects, and engineers to plan land acquisitions, construct new facilities or remodel present facilities. Monitors and inspects construction work.
3. Assists in preparing annual budget request and supporting documentation. Monitors daily revenues and expenditures. Estimates revenues and expenditures for remainder of fiscal year. Recommends reallocation of funds or other actions to stay within budget. Evaluates cost effectiveness and revenue production of programs, and coordinates financial matters with the Finance Department.
4. Recruits, selects, trains, and assists in evaluating staff. Counsels staff on ways to improve performance. Initiates disciplinary action where necessary. Requests classification audits of positions when required, and investigates employee

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Examples of Important Duties (Continued)

grievances.

5. Meets externally with citizens, community groups, business groups, Planning Board, County Council, and other government agencies to identify needs, plan programs, present reports, and answer questions about enterprise programs. Seeks to reconcile different needs and viewpoints.
6. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful for Division.

Important Worker Characteristics

- A. Knowledge of (1) business administration; (2) Commission organization*; (3) Commission policies and procedures*; (4) Equal Employment Opportunity; (5) management; (6) Merit System regulations*; (7) office practices; (8) parks; (9) physical education; (10) public administration; (11) recreation; (12) safety and health regulations; (13) statistical analysis; (14) principles of supervision; (15) public relations; (16) budget preparations.
- B. Skill in operation of (1) auto; (2) calculator.
- C. Ability to (1) solve complex problems involving many variables; (2) analyze data (3) read and write technical reports and correspondence; (4) make oral presentations to large groups; (5) communicate effectively with staff and the public; (6) organize, schedule, and meet deadlines.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree or four years experience in business administration, physical education, recreation, or related subjects; and

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Minimum Qualifications (Continued)

2. Five years progressively responsible professional experience, with at least one year as supervisor of a program or facility similar to the Enterprise facilities of the Commission; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Operation hours are normally 7 days per week, 15-18 hours per day, on a revenue-generating basis. Works long hours, evenings, weekends, and holidays. On-call 24 hours. Considerable pressure to meet deadlines and make a profit.