

The Maryland-National Capital Park and Planning Commission

TITLE: Enterprise Assistant Chief
SERIES: Park Activities

GRADE: J **CODE:** 3269
DATE: 1/13/88

Class Definition

Under direction, assists the Division Chief in managing and administering the Enterprise Division and all county enterprise facilities such as airports, convention centers, equestrian centers, golf courses, swimming pools and ice rinks. Researches revenue-generating programs. Investigates complaints and controversial matters. Performs other related duties as assigned.

Examples of Important Duties

1. Assists the Division Chief in direction the operations of division facilities. Recommends and implements policies and procedures, such as hours of operation, building security and safety. Conducts inspections and investigates accidents.
2. Assists in the preparation of the division's budget and controls expenditures within approved budget by approving purchase orders and requisitions. Implements policy and procedures for obtaining goods and services and insures integrity of the purchase order and check writing process.
3. Implements policies and procedures governing operation of the division. Monitors contractors operating facilities such as restaurants, marinas and golf courses. Coordinates activities with other Commission units and outside government agencies. Evaluates the cost effectiveness and adequacy of revenue production of division programs.
4. Assists in selection and training of managerial staff. Evaluates performance and program effectiveness and counsels on ways to improve. Assists in the preparation of work assignments and initiates disciplinary action where warranted. Approves time cards and leave requests and deals appropriately with employee grievances.
5. As required, may meet with citizen and community groups and advisory boards and external government agencies to identify needs, plan programs, present reports and answer questions about enterprise programs.
6. Assist in preparation of administrative reports, such as record of revenue and expenditures, inventory of supplies and equipment and other reports as required.

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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 health regulations; (13) statistical analysis; (14) principles of supervision.
- 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 at all staff levels, and with the public; (6) manage complex programs through subordinate staffs.

* 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
- 2. Six years professional responsible management experience.

Working Conditions

Works in office. Operation hours 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.