

The Maryland-National Capital Park and Planning Commission

TITLE: Park Facility Manager
SERIES: Recreation

GRADE: F CODE: 3370
DATE: 1/13/88

Class Definition

Under direction, manages a complex, medium-sized park facility (mansion, ballroom, etc) or assists in the management of a larger, more complex facility to perform professional recreation work, involving considerable responsibility, complexity, and variety. Provides variety of programs (e.g., rentals, shows, classes). Supervises and schedules staff. Performs other related duties as assigned.

Examples of Important Duties

1. Manages facility. Establishes operating procedures (e.g., hours, building security, safety). Monitors building utility systems to ensure proper operation. Plans landscaping, decorating, remodeling, and expansion of Facility. Orders maintenance and repairs for building and grounds.
2. Produces programs. Rents facility or produces own programs. Hires or rents to theatrical groups, performers, artists, and instructors. Sets up equipment and exhibits. Gives advice to renters on promoting and producing shows.
3. Manages facility programs. Defines goals and objectives. Sets standards and rules. Plans and schedules programs (e.g., facility rentals, plays, concerts, art shows, classes). Drafts rental agreements. Sets fees and prices. Negotiates rental agreements and collects fees. Evaluates artistic and financial success of programs.
4. Manages facility budget. Determines and prepares annual budget request for facility. Writes grant applications and solicits donations. Controls expenditures in accordance with approved budget. Obtains bids and price quotes. Writes purchase orders and check requests. Deposits revenues in bank.
5. Publicizes programs. Supervises and/or initiates advertising campaigns. Meets with arts groups, schools, community groups, and business groups to promote facility.
6. Supervises facility staff (full-time, part-time, temporary, or volunteer employees). Plans, schedules, and assigns work. Evaluates work and counsels staff on ways to improve performance. Recruits, selects, and trains staff. Initiates disciplinary action. Approves time cards and leave requests.
7. Reviews trade literature, conducts surveys, meets with vendors, and exchanges information with other facilities to identify new

The Maryland-National Capital Park and Planning Commission

TITLE: Park Facility Manager
SERIES: Recreation

GRADE: F CODE: 3370
DATE: 1/13/88

Examples of Important Duties (Continued)

programs, methods, and equipment which might be useful for facility.

8. Promotes facility. Works with the media, initiates and supervises advertising campaigns. Meets with groups to promote the facility.
9. Maintains facility records. Supervises maintenance of records of revenues and expenditures, time cards, inventory of supplies and equipment, and mailing lists. Writes daily and monthly administrative reports.
10. Develops alternate sources of facility funding as public and private grants.

Important Worker Characteristics

- A. Knowledge of (1) arts; (2) business administration; (3) Commission organization;* (4) Commission policies and procedures;* (5) equal employment opportunity; (6) first aid; (7) management; (8) Merit System regulations;* (9) office practices; (10) safety and health regulations; (11) supervision.
- B. Skill in operation of (1) auto; (2) calculator; (3) photocopier; (4) typewriter.
- C. Ability to (1) solve complex problems involving many variables; (2) calculate fractions, decimals, and percentages; (3) read routine reports and correspondence; (4) write routine reports and correspondence; (5) use proper spelling, punctuation, and grammar; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. B.S. Degree in Business Administration or Management; or
2. An equivalent combination of education and experience.
3. Valid Maryland Driver's license or the ability to acquire one.

Working Conditions

Works in office and/or theatre area. Works long hours, evenings, weekends and holidays. On-call 24 hours. Moderate pressure to meet deadlines.