

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Enterprise Chief  
**SERIES:** Park Activities

**GRADE:** K **CODE:** 3270  
**DATE:** 1/13/88

### Class Definition

Under general direction, manages Enterprise Division and all County enterprise facilities, such as airports, convention centers, equestrian centers, golf courses, swimming pools, and ice rinks. Designs revenue-generating programs. Investigates complaints and controversial matters. Performs other related duties as assigned.

### Examples of Important Duties

1. Directs the operations of Division facilities. Approves policies and procedures, such as hours of operation, building security, and safety. Plans land acquisitions, construction of new facilities, and remodeling of present facilities. Conducts inspections, and investigates accidents, fires, and crimes.
2. Prepares annual budget request. Controls expenditures in accordance with approved budget. Sets policy for obtaining goods and services and insures integrity of the purchase order and check writing process.
3. Establishes goals and objectives for Division programs and sets standards for evaluating their effectiveness. Interprets policies and procedures governing operation of the division. Plans and organizes major events, such as charity golf tournaments. Hires and monitors contractors to operate 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 the programs.
4. Recruits, selects, and trains managerial staff. Evaluates performance and program effectiveness and counsels on ways to improve. Plans and assigns work, and initiates disciplinary action where warranted. Approves time cards and leave requests, and deals appropriately with employee 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. Reconciles differences and responds to special needs.
6. Reviews technical literature, conducts surveys, meets with

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Examples of Important Duties (Continued)

vendors, exchanges information with other government agencies, and attends professional conferences to identify new programs, methods, and equipment which might be useful for Division.

7. Insures preparation of administrative reports, such as record of revenue and expenditures, inventory of supplies and equipment, mailing lists, and other reports as required.

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.
- 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. Bachelors degree or four years experience in business administration, physical education, recreation, or related area; and
2. Six years of progressively responsible experience in one or more of these areas; or
3. An equivalent combination of education and experience.

Working Conditions

Works in office. Operation hours normally 7 days per week, 15-18

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Working Conditions (Continued)

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.