

The Maryland-National Capital Park and Planning Commission

Class Code 2051

CLASS TITLE: PROGRAM/FACILITY MANAGER AIDE II, GRADE N05

CHARACTERISTICS OF THE CLASS:

Under general direction, performs responsible program and/or facility management duties in supervising the total management and operational program of a seasonal facility or a very large specialized program. An incumbent in this class may be assigned to work in any of the following operational areas: Enterprise, Parks and Recreation, etc.

EXAMPLE OF DUTIES THAT ARE CHARACTERISTIC OF THE CLASS:

Insures that County health regulations are strictly complied with at pools, ice rinks, tennis complexes, etc.; responsible for the collection, verification, and record-keeping related to funds received from activities and fees; determines work schedules for staff; supervises intermittent staff; initiates purchase orders as necessary to maintain inventory of supplies for daily operation of facility; develops facility operational procedures; approves time and attendance records submitted by staff; makes recommendations on staffing needs; may act as manager at a facility in the absence of the full-time manager; operates air traffic control radio.

Manages and supervises the day-to-day operation and activities of a large camp or specialized program - i.e., gymnastics club, day camp, etc.; insures safety procedures and practices are followed at camp or program; conducts periodic meetings with staff concerning programs planned, problems, goals and objectives of the program, etc; evaluates program at its completion; serves as program coordinator in a specialized area such as arts and crafts for an area of the county or a specialized club.

MINIMUM QUALIFICATIONS - College degree in appropriate field together with previous progressively responsible management experience which is equal to managing and supervising a facility and/or program is required; or an equivalent combination of education and experience which demonstrates the applicant's ability to manage or assist in the management or supervision of program or facilities related to appropriate area of operation.