

The Maryland-National Capital Park and Planning Commission

Class Code 2059

CLASS TITLE: PROGRAM/FACILITY MANAGER AIDE III, GRADE N07

CHARACTERISTICS OF THE CLASS:

Under direction, performs responsible program and/or facility management duties of considerable difficulty in the day-to-day operation and maintenance of a major facility or 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:

Recruits, trains, hires, and supervises intermittent staff working at facility or program assigned; monitors daily operations of facility or program; resolves complaints; promotes facility or program through preparation of news releases, brochures, etc.; attends meetings of civic organizations, councils, etc., to promote facility or program; reviews all financial forms, contractual agreements related to the facility or program; participates in the preparation of the budget.

MINIMUM QUALIFICATIONS

College degree in appropriate field together with progressively responsible management supervisory, and administrative experience which is equal to the management and supervision of a major program or facility; or an equivalent combination of education and experience which demonstrates the applicant's ability to direct and be responsible for a major program and/or facility under a minimum amount of supervision.