



**Job Title:** *Park Manager*  
**Classification:** *Exempt*  
**Reports to:** *Parks Superintendent*  
**Department:** *Beach Parks*  
**Salary:** *\$52,433.00 minimum base salary*

**Job Summary:** The Park Manager is responsible for the successful operation of their assigned location to include management of personnel, customer satisfaction, vendor engagement as well as budgetary oversight. Park Managers are expected to be present for holidays, special events, weekends during the summer, and as needed to meet operational goals and expectations.

**Minimal Qualifications:**

- At least three years of experience in related field
- At least three years of customer service experience
- At least one year of personnel management experience
- High School Diploma or equivalent

**Desired Qualifications:**

- Two or more years of direct budgetary and management experience
- Bachelor Degree in Parks and Recreation Management
- Direct experience working in a municipality setting
- Experience working with environmental groups and non-profit organizations or ecological initiatives and educational outreach

**Certified or the Ability to Become Certified:**

- Certified Tourism Ambassador (CTA)
- First Aid/CPR/AED
- Valid Class C Drivers License
- NIMS Management Certification 100-700
- Playground Safety Inspector
- Certified Park and Recreational Professional (CPRP)

**Essential Job Tasks:**

**Operational Responsibility**

- Establish goals, priorities and schedules for park operations
- Assist in the development of annual operating budget, and monitor expenditures to ensure they stay within the defined budget
- Assist Park Superintendent in the oversight of vendor programs
- Develop and maintain various park programs, using the "Power of Ten"
- Ensure the property is maintained daily, providing hands on assistance when required to meet operational standards
- Work with the Coastal Zone Management Department to ensure the maintenance of beach front properties as well as trash and recycling collection
- Assure all work is performed in accordance with sound safety practices and procedures



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**Operational Responsibility (continued)**

- Resolve customer complaints and concerns in a timely and professional manner
- Maintain various social media sites for the park
- Responsible for the creation of purchase orders, and payment of vendors
- Handle all aspects of park admissions, including but not limited to ordering of supplies, cash reconciliation, credit card transactions, car counts and annual passes
- Note any mechanical or facility issues, and work with appropriate departments to ensure they are addressed timely and within budgetary restraints
- Routinely make recommendations for improvement to daily operations to the Park Superintendent and other departmental leaders

**Management Responsibility**

- Provide direct supervision of personnel to include hiring, counseling and coaching, training and any termination of employment, seeking guidance from Human Resources as appropriate
- Process and approve biweekly payroll and assist employees and the Payroll Clerk with any pay discrepancies
- Ensure appropriate staffing of the park through the development of schedules
- Work with contract labor services as needed for special projects or events
- Utilize a "hands-on" leadership style which includes reviewing employees work routinely, and providing constructive feedback for improvement
- Collaborate with other park managers to develop best practices across the organization

**Other Responsibilities**

- Operate company provided vehicles
- Operate equipment necessary for operations which may include but is not limited to: heavy machinery (tractors, front end loaders, forklifts, etc.), hand tools, power tools and other devices requiring training, experience operating and safety precautions
- Maintain a flexible schedule to include answering calls outside of normal operational hours due to emergencies or deadlines
- Performs all other duties as assigned

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to travel in and out of local area mainly by personal vehicle, rental vehicle and/or air travel



**GALVESTON**  
★ ISLAND ★  
*Convention & Visitors Bureau*

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**Physical Requirements (continued)**

- Must be able to stand or sit at a desk, and operate office equipment a minimum of 8 hours per day
- Must be able to ascend and descend stairs and ladders, as well as balance
- Must be able to work in all weather conditions, including extreme heat or cold
- Must be able to stand or walk for an entire shift, as required
- Must be able to frequently stoop, kneel, crouch, reach, bend, twist and crawl
- Must be able to frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds unassisted
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Must be able to read, write and comprehend both written and oral communications, as well as respond in written and oral communication

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by (Printed Name) \_\_\_\_\_

Received by (Signature) \_\_\_\_\_

Date \_\_\_\_\_

**Applications and Resumes accepted through June 8<sup>th</sup>, 2018**