



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RESORT PARK ASSISTANT MANAGER

Job Number: 20000562

Job Code: 15550V230916

Job Group: 1500 - PARKS AND RECREATION

Job Established: 04/01/1995

Job Revised: 09/16/2023

Grade: 16 Salary (MIN - MID):

\$27,348-\$41,022 - Hourly

\$4,444.06-\$6,666.08 - 37.5 Hr. Monthly Salary

\$4,740.32-\$7,110.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as an assistant park manager at a state resort park. Oversees assigned park unit supervisors; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Must have four years of business administration, public administration or management experience.

Substitute EDUCATION for EXPERIENCE:

Additional education in business administration, public administration or a related field will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Any combination of the following experience will substitute for the education on a year for year basis: Experience as the general manager or as the food and beverage director of a full-service hotel or resort OR Related experience, which may include serving in hotel management areas, such as: serving as the rooms service manager, front desk manager, housekeeping manager, recreation/activities manager or maintenance manager of a major hotel chain or resort park. Designation as a Certified Hotel Administrator will substitute for one year of the education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be 20 years and one day of age at time of employment. Must obtain S.T.A.R. (Server Training in Alcohol Regulations)

certification from the Kentucky Department of Alcoholic Beverage Control within six months of employment. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as an assistant park manager in a state resort park, supporting the Resort Park Manager I or II. Oversees various unit supervisors of the park units, such as Maintenance, Food Service, Housekeeping, Front Desk, Sales & Marketing, Golf, etc. Reinforces initiatives from central office to protect park assets and provides employee guidance. Assists in the supervision of employees in the management of the operation of the park. Inspects the construction, maintenance, or operation of the buildings, grounds, and recreational areas of a park. Provides training to park employees. Maintains inventory of equipment and supplies for the operation of a park and its facilities. Maintains business records, reports, and financial reports. Makes bank deposits. Prepares operational reports and records for the department and the cabinet. Maintains good public relations with park visitors. Works with department personnel to ensure that the park serves the needs of its customers. Provides staff assistance to all operating facilities and departments including the front desk, housekeeping, dining room, maintenance, recreation, gift shops, trading posts, camping areas, boat docks, golf courses, etc., when acting as the Assistant Park Manager.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Primarily working throughout the park and on park grounds; will occasionally require office work.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.