



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARK BUSINESS MANAGER

Job Number: 20000570

Job Code: 15800V230916

Job Group: 1500 - PARKS AND RECREATION

Job Established: 06/16/1982

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.*

Directs the overall administration of the business affairs of a state resort park to include revenue generating centers and facilities. Oversees revenues and expenditures of the park. Supervises support staff in processing and preparing financial documents and reports for accounting operations, personnel, payroll, and inventory; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, business administration, public administration or a related field.

EXPERIENCE, TRAINING, OR SKILLS:

Must have two years of experience in accounting, business administration, public administration, management or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in accounting, business administration, public administration, management or a related field will substitute for the education on a year-for-year basis.

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.*

Directs the administration of the business affairs of a state resort park for revenue generating centers and facilities such as marinas, golf courses, camping, lodge rooms and cottages, biking, boating, mini golf, horseback riding, etc. Oversees accounts payable and procurement processes for the park. Oversees entry of personnel actions and payroll to include dining room tips, and onboarding of new employees. Oversees inventory control and reporting of merchandise and food costs. Oversees accounts receivable and receipt recording into state accounting systems at state operated marinas. Carries out all procedures with respect to park business activities as set forth in the Parks' Business Procedures Guide and all other business and accounting activities within the park. Supplements standard procedures with detailed procedures applicable to a particular park and makes recommendations to the overall park system. Responsible for expenditure accounting of the operating facilities. Submits daily and monthly business reports to central accounting office. Supervises the preparation of all personnel action forms and payroll worksheets for all employees. Maintains fixed assets inventory. Maintains control over all pre numbered forms and accounts for sequence transaction control numbers as prescribed in various procedures. May supervise other assigned business office personnel. Maintains budgetary control over park income and expenditures and exercises fiscal management within budgeted funds available.

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.*

Works primarily in an office but will often work throughout the park and on the park grounds.

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.