



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARK MANAGER II

Job Number: 20000574

Job Code: 15880V230916

Job Group: 1500 - PARKS AND RECREATION

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 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.*

Manages the operation and the administration of the business affairs of a large recreational state park with high volume and various and numerous revenue centers; 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, administrative or management experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Additional related experience 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.*

Oversees the operation of each unit and numerous revenue center(s) of the park such as, campground, golf course, marina, mini golf, gem mine, conference center, horse stables, paddleboats, caves, museum, gift shop, camp store, recreation/activity center, tennis court/pickleball court, archery, and pool. Operates and trains on each unit's technology system, such as reservation system, cash register, point of sale, artifact database, golf system, or preventative maintenance program. Supervises employees in the management of the operation of the park. Supervises and inspects the construction, maintenance and operation of buildings, grounds and recreational areas. Responsible for the Park Budget and the financial stability of the park. Oversees revenues and expenditures of the park and ensures the accuracy of P/L statements, Record revenue in EMars. Supervises support staff in processing and preparing financial documents and reports for accounting operations, personnel, payroll, and inventory. Oversees inventory control and reporting of merchandise and food costs. Oversees accounts payable and procurement processes for the park. Oversees entry of personnel actions and payroll and onboarding of new employees. Oversees inventory control and reporting of merchandise and food costs. Provides training and assistance to employees. Maintains inventory of equipment and supplies for the operation of the park and its facilities. Maintains business records and reports and makes bank deposits. Prepares operational reports and records. Maintains public relations with park visitors.

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.*

Work typically consists of office duties in a state park setting.

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.