



Bobby Brown Park Manager

JOB SUMMARY:

The Bobby Brown Park Manager will be responsible for organizing work schedules and assignments, monitoring park inspections, and assessing revenue channels. Handle tasks like park maintenance activities, resource protection services, and educational outreach operations. The individual in this position will collaborate with local communities, non-profits, and government agencies to manage natural resources. They will handle tasks like developing park operation strategies, managing park budgets, and coordinating with resource protection agencies. This position will handle customer complaints, organizing schedules, and maintaining logs for permanent and visiting tenants. They will also maintain the park's grounds, buildings, vehicles, lawn care, and pre-tenant preparation. This position is a full-time position.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver's license and at least high school diploma or equivalent. Excellent problem solving skills and communication skills is a must. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervises division management and administrative support staff.
- Oversees and reviews work of direct reports.
- Responsible for hiring, establishing performance standards, conducting performance appraisals and recommending disciplinary action as necessary.
- Assist park visitors with shelter, pavilion, and yurt reservations. Assist also with campsite locations, set-up, and park activities.
- Monitor payroll and cash handling to help ensure accuracy.
- Repair and preventative maintenance of plumbing, electrical, building structures, water and sewer dept and / or hire vendors, handle all maintenance issues and ensure small water and sewer plant are operational.
- Monitor the look of the park to ensure a safe and clean environment.
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent technical skills
- Excellent problem solving skills
- Excellent time management skills
- Attention to detail
- Skill in prioritizing and organizing work
- Interpersonal and communication skills
- Effective verbal and listening skills