

MANAGER - PLAYLAND

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Parks, Recreation and Conservation, plans and directs the operation of Playland. Has the responsibility for the operation and maintenance of Playland. Important contacts are made both within and outside the organization on all matters pertaining to Playland. Supervision is exercised over a large number of clerical, administrative, business and labor personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Formulates the policies for the operation of the park concerning construction and maintenance;

Directs the operation, maintenance and minor construction at Playland including bathhouse, swimming pool, parking fields, boardwalks, game areas, restaurants, cafeterias and concessions;

Prepares the annual budget and handles any departmental problems arising out of budget execution, personnel administration or purchasing;

Responsible for the progressive planning of changes and improvements in the existing facilities or creation of new facilities and activities;

Coordinates all advertising, promotion and public relations in connection with the operation of the Park;

Prepares statistical and revenue reports and approves requisitions and payrolls;

Maintains close contact with public;

Responsible for discipline and establishing of rules for Playland;

Handles all advertising and art-work in connection with Playland.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of Business Administration; thorough knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision, and administrative control; ability to plan, lay out and direct the work of others effectively and to work and negotiate with all business personnel having dealings with the Park; ability to meet, speak, and deal effectively with public officials, professional personnel and the general public; pleasing personality; initiative; resourcefulness; good judgment; tact; imagination; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Possession of a high school diploma and twelve years of management experience in a public agency or large public facility such as a convention center, sports arena or stadium; or (b) a Bachelor's Degree* and eight years of management experience in a public agency or large public facility such as a convention center, sports arena or stadium; or (c) a Master's Degree* in Business or Public Administration may be substituted for up to two years of experience as described in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.