

OPERATIONS ASSISTANT - PRC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of a Park Superintendent, an incumbent of this class is responsible for assisting in the supervision of operations of a park with large volume of year-round patronage. The incumbent has responsibility for all office services, provides a liaison between the Park Superintendent and field stations and assists in the enforcement of all laws, regulations and policies of the Department of Parks, Recreation and Conservation. The Operations Assistant - PRC may function for the Park Superintendent in his/her absence. Supervision may be exercised over clerical and/or seasonal employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns work activities to seasonal employees to ensure efficient park operations;

Monitors the job performance of seasonal employees;

Instructs seasonal employees on departmental rules, regulations and procedures (i.e. the enforcement of park permits);

Schedules work hours of attendants and reviews lifeguard schedules to ensure proper coverage;

Prepares daily cash reports (i.e. pool, parking receipts);

Conducts regular banking activities in order to deposit monies and obtain change for cash registers;

Maintains time and attendance records; reports same to PRC headquarters;

Resolves difficulties and complaints of park patrons;

Provides information pertaining to park use, safety requirements and policies to patrons;

May serve for the Park Superintendent in his/her absence by taking responsible charge of the park;

Issues ground permits to day camps, to regulate the use of picnic areas;

Prepares accident reports;

Prepares requisitions for supplies and materials;

Takes inventory and maintains inventory records, including records for the repair of equipment;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Processes identification cards for Westchester County park permits, including the collection of fees;

Transports personnel and equipment among facilities;

Assists the Park Superintendent in obtaining data for the preparation of the annual budgets, inspecting the facility to determine the need for maintenance, etc.;

Assists the Park Superintendent in making rounds of the facilities;

Uses computer applications such as spreadsheets, word processing, email, calendar and database software in performing work assignments;

May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the policies and procedures utilized in park operations; familiarity with the types of facilities found in public park areas; familiarity with the rules, regulations and procedures of the Department of Parks, Recreation and Conservation; familiarity with personnel record keeping; familiarity with financial record keeping; ability to make mathematical computations (addition, subtraction, multiplication, division); ability to keep daily cash records; ability to maintain simple records and files; ability to understand oral and written instructions and regulations; ability to plan and supervise the work of others; ability to prepare basic reports; ability to deal with others tactfully and effectively; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; accuracy; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Possession of a High school diploma or equivalency and four years of clerical experience which included keeping financial, personnel, or payroll records; or (b) a Bachelor's Degree* in Recreation or allied field.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* may be substituted on a year for year basis for up to three years of the experience as described above.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment.

*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 Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C2023
Job Group: VII