



PARK ASSISTANT MANAGER IV

CHARACTERISTICS OF WORK:

This is administrative and supervisory work in assisting the Park Manager of a state park in the overall operation of the facility. Work includes organizing and supervising park work crews. Supervision is exercised over subordinate employees and the incumbent works under the direct supervision of the Park Manager.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited college or university in management, recreation and parks administration, or a related field;

OR

Education:

A Bachelor's Degree from an accredited college or university in management, recreation and parks administration, or a related field,

AND

Experience:

One (1) year of experience in work related to the duties;

OR

Education:

Graduation from a standard four-year high school or equivalent (GED),

AND

Experience:

Five (5) years of experience in work related to the duties.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), related education and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations are possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

Accommodation: Ability to adjust focus.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; and walk. The incumbent is frequently required to sit; and reach with hands and arms. The incumbent is occasionally required to use hands to finger, handle or feel objects, tools or controls; climb or balance; and stoop, kneel, crouch, or bend.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Maintains a sound and stable relationship with the visiting public and provides assistance if necessary.
2. Acts as manager and overseer of park operations at the request of the Park Manager.
3. Supervises subordinate employees to ensure proper park operation.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Greets park visitors and assists them in understanding and enjoying all park facilities.

Administers and ensures the enforcement of all orders and laws of the Department in which employed and the State of Mississippi.

Assists the Park Manager in the overall operation and maintenance of park facilities.

Plans, assigns, and directs the work of subordinate employees.

Prepares the necessary forms, reports, and records as prescribed by the Park Manager in order to ensure an accurate accounting of all funds received and expended within the park.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.