



LINN COUNTY PARKS & RECREATION
3010 FERRY STREET SW, ALBANY, OREGON, 97321
TELEPHONE: (541) 967-3917 FAX: (541) 924-6915

JOB ANNOUNCEMENT

TITLE OF THE JOB: Park Manager (Location: Clear Lake Resort)
CLASSIFICATION: Classification # 841, Management /Exempt
DEPARTMENT: PARKS & RECREATION DEPARTMENT- FULL TIME POSITION

ESSENTIAL FUNCTIONS OF THE JOB:

- Manages, operates, repairs and maintains parks & resort related facilities and equipment. Determines the materials, equipment, facilities, supervision and other needs necessary to assure provision of safe quality restaurant, store and overnight facilities and experiences. Supervises and manages Resort related concessions, sales, and rental programs. Performs snow removal during the fall, winter and spring to maintain access to the resort .
- Supervises, trains and schedules assigned staff; reviews daily work progress and determines solutions when problems arrive. Supervises employee activity and equipment operations to ensure safety practices.
- Responds to the public, citizens, employees and others in a prompt, professional and courteous manner. Assures fair and equitable visitor compliance with County Park Code.
- Maintains operational records and prepares periodic reports for required state regulated programs under their supervision.
- Coordinates the planning, development, and management of concessions-related activities including operations, inventory, contracting and staffing. Manages supplies and equipment inventory; reviews and evaluates parks operations and recreation programs.
- Reviews and implements department operational and safety policies, procedures and training programs. Makes recommendations and assists in development of new policies and procedures.
- Manages assigned operations effectively to achieve goals within available resources. Assists in program budget and revenue development. Performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Assists other staff in the performance of their duties as assigned.
- Maintain regular and predictable work attendance. Ability to reside at park location, at the Director's discretion, Employee will be required to work a flexible schedule including potentially working evenings and weekends. Employee may also be required to work on three holidays (Memorial Day, Fourth of July and Labor Day).

QUALIFICATIONS: Five years of progressively responsible experience in park and recreation management including experience in a supervisory capacity. Considerable experience in managing and operating overnight accommodations and/or restaurants. Graduation from high school or possession of the equivalent GED certificate, preferably supplemented by additional college level coursework in parks or related field; or any satisfactory equivalent combination of experience and training, which demonstrates the ability to perform the work, described. Ability to remain on duty during period of peak park usage. If hired for this position employee will need to complete a 6-month probation period, which may be extended to a 1-year probation period.

SALARY, BENEFITS, COMPENSATION: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

SALARY RANGE: \$4491 - \$5662 per month (DOQ)
CLOSING DATE: March 4, 2019 at 5:00 PM or until filled

HOW TO APPLY: Must submit a completed Linn County employment application form, a resume and cover letter, to Brian Carroll, Linn County Parks Department, 3010 Ferry St. SW, Albany, Oregon 97322; FAX: 541-924-6915. Application forms may be obtained, along with the complete job classification/description, from the Linn County Parks Department or by calling (541) 967-3917. Application forms can also be obtained at the Linn County Home Page at <http://www.co.linn.or.us/Jobs/empapp.htm>

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER