

# JOB DESCRIPTION

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**Date Updated**  
03/05/2024

**Position Title**  
Park Manager

**Department**  
Sportsmen's Centennial Park

**Supervisor**  
McLean County Commission

**EEO**  
9182

**Regular** (X)  
**Temporary** ( )

**Full-time** ( )  
**Part-time** (X)

**Exempt** ( )  
**Non-exempt** (X)

**Number of hours per week**  
As needed

**Work hours**  
As needed between  
7:00 a.m. – 10:30 p.m.

**Shift**  
Sunday – Saturday

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## Purpose

Under administrative direction, plans, organizes, directs and coordinates activities of the county park system.

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## Essential Functions

1. Develops and administers payroll, operating and capital budgets for county park system.
  2. Responsible for records and reports of the county park system.
  3. Implements human resources policies and practices to attract, retain and motivate employees.
  4. Supervises county park staff.
  5. Must have the ability to operate and be able to do minor maintenance on all park equipment.
  6. Must be able to complete any of the work normally done by park maintenance and park office workers.
  7. Must be able to organize, maintain, and implement park reservations using an iPad-based system.
  8. Must be able to setup, organize, and maintain the park's convenience store.
  9. Must be able to communicate and establish good working relationships with governing board members, other county departments, and other government agencies.
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## Marginal Functions

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## Knowledge, Skills, and Abilities Required

1. Must be able to deal with uncooperative campers, diffuse disputes, and enforce park rules.
  2. Must be willing and capable of cleaning bathrooms, showers, and campsites to comply with health regulations and standards.
  3. Demonstrate entry-level proficiency in basic computer operation.
  4. Demonstrate entry-level proficiency in iPad operation.
  5. Must be willing and capable of learning the operation of the iPad-based park reservation system.
  6. Must be able to make decisions independently without always seeking prior approval.
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## Education and Experience Required

1. Must have a high school diploma or equivalent.
  2. A North Dakota driver's license.
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## Working Conditions and Physical Demands

On a frequent to regular basis this job requires: Standing on one's feet in an upright position without moving about. Walking - moving about on foot. Lifting - raising or lowering an object from one level to another. Carrying - transporting an object, usually holding it in the hands or arms, or on the shoulder. Pushing - exerting a force upon an object so that the object moves away from the force. Pulling - exerting a force upon an object so that the object moves toward the force. Climbing - ascending or descending ladders, stairs, ramps, using the feet and legs and/or hands and arms. Stooping - bending the body downward by bending the spine at the waist. Handling - sizing, holding, grasping, turning or otherwise working with the hand or hands. Seeing - clarity of vision at 20 feet or more. Seeing - clarity of vision at 20 inches or less. Seeing - fields of vision; the area that can be seen up and down or to

the right or left while the eye is fixed on a given point. Seeing - adjustment of the lens of the eye to bring an object into sharp focus. Depending on the specified assignments, uses maintenance equipment, tools, and supplies.

Overall, the fundamental job duties require physical exertion which is most characterized by: Medium work exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force on a regular basis to move objects.

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**Other Assignments**

County department heads and supervisors reserve the right to amend the functions assigned this position, either temporarily or permanently, at any time as they determine the best interests of their departments. Further, employees may be assigned other or additional functions to fill-in during the absence of other employees or vacancies in other positions.

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I have reviewed and determined that this job description accurately reflects the position.

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Supervisor/Department Head

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Date

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Chairperson,  
Board of County Commissioners

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Date

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Employee

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Date