

ASSISTANT BEACH MANAGER (P/T) S

Department: Parks Recreation and Cultural Affairs

Classification: Non-Competitive

Specification Number: 2220

Approved: 5/3/22

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) Graduation from a standard senior high school and two (2) seasons of experience assisting in the management or operation of a beach, pool, park facility or summer camp; or,
- b) Two (2) seasons of experience as a Beach Attendant

NOTE: Additional education beyond high school from a college with federally-authorized accreditation or registration by NY State may be substituted for the experience on a year for year basis, where one (1) year of college equals one (1) season.

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, an employee in this title is responsible for assisting a Beach Manager in the supervision of a number of employees engaged in safeguarding bathers and in operating and maintaining beach facilities. Work also involves responsibility for public relations, enforcing beach rules and regulations, collecting fees and concession receipts and maintaining office records. The work is seasonal in nature and is reviewed by the Beach Manager, through observation and consultation. Does related work as required.

TYPICAL WORK ACTIVITIES

Assists the Beach Manager in the supervision of lifeguards, beach attendants, nurses, clerical and maintenance personnel employed at a municipal beach;

Assumes the duties of the Beach Manager when the Beach Manager is absent;

Enforces the rules and regulations pertaining to beach safety and maintenance;

Makes regular inspections to ensure maintenance of beach and picnic areas in a clean and sanitary condition;

Collects fees, deposits receipts and maintains the necessary accounting records on receipts and deposits;

Investigates complaints and answers requests or questions from the general public;

Maintains office and personnel records.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Some knowledge of the principles, practices and procedures of beach management; some knowledge of the operational and maintenance requirements of beach facilities and equipment; ability to supervise the work of beach employees in a manner conducive to full performance and high morale; ability to establish and maintain effective working relationships with the general public; ability to maintain office and accounting records; physical condition commensurate with the demands of the position.