

# **BEACH MANAGER (P/T) S**

**Department: Parks Recreation and Cultural Affairs**

**Classification: Non-Competitive**

**Specification Number: 2230**

**Approved: 5/3/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

a) Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) seasons of experience in the management or operation of a beach, pool, park facility, or summer camp; or,

b) Two (2) seasons as an Assistant Beach Manager

**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-to-year basis up to a maximum three (3) years, where one (1) year of college equals one (1) season.

## **DISTINGUISHING FEATURES OF THE CLASS**

Under general supervision, a Beach Manager supervises a number of employees engaged in safeguarding bathers and in operating and maintaining facilities at a Town beach. Work involves enforcing regulations, collecting fees and concession receipts, and maintaining office records. The employee's work is seasonal and is performed under the general supervision of a deputy department head, who reviews work through conferences and periodic inspections of beach records and facilities. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Schedules and supervises the work of lifeguards, beach attendants and clerical and maintenance personnel engaged in carrying out daily activities at a municipal beach;

Enforces beach rules and regulations and makes recommendations for the improvement of services and the establishment of new beach regulations;

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

Supervises the collection of fees, the deposits of receipts and the maintenance of necessary accounting records;

Supervises the maintenance of office and personnel records and prepares regular reports on beach activities.

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

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

Good knowledge of the principles, practices and procedures of beach management; good knowledge of the operational and maintenance requirements of beach facilities and equipment; ability to plan and 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 records and to prepare and submit reports; physical condition commensurate with the demands of the position.