

Jurisdictional Class: Competitive; Non-Competitive in City of Plattsburgh  
Adopted: July 23, 1991  
Revised: April 23, 2010

**ASSISTANT BEACH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving responsibility for the safe and efficient operation of the municipal beach facility. Work is performed under the general supervision of the designated municipal official in charge of beach operations. Supervision is exercised over lifeguards, recreation attendants, guards, maintenance personnel and other beach employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists in supervising the operation and maintenance of the bathhouses, water front, parking lots, grounds, and ticket booths;  
Interprets rules and regulations pertaining to beach activities;  
Establishes employee work schedules;  
Checks cash receipts and employee work for accuracy;  
Prepares deposit slips, seals money to be delivered to the bank and may make bank deposits;  
Answers questions and provides information to the public concerning beach activities;  
Polices beach areas for possible hazardous conditions;  
Enforces compliance with State and municipal regulations;  
Performs a variety of related clerical and account keeping tasks.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Knowledge of methods, materials and tools for proper operation and maintenance of a beach;  
Ability to work with and direct others;  
Ability to understand and carry out oral and written directions;  
Ability to keep simple records;  
Willingness to work irregular shifts;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one (1) year of experience in business, park, or public administration; six (6) months of which must have been in a supervisory capacity.

**NOTE:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business.