

Jurisdictional Class: Competitive; Non-Competitive in City of Plattsburgh
Adopted: March 29, 1991
Revised: April 26, 2010

BEACH MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is responsible administrative work in the efficient and economical operation and management of municipal beach facilities. Assignments are made to and supervision exercised over subordinate staff which may include beach security, lifeguards, and maintenance personnel. This work is performed under the general direction of the municipal official in charge. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the operation and maintenance of bath houses, restrooms, grounds, beach and all beach equipment;
Supervises the record-keeping of attendance, collected money, payrolls, cost of operations, and other necessary reports;
Works closely with Health Department and performs specific tests on a regular basis on water and beach conditions and makes reports;
Instructs employees in department policies and procedures;
Confers with concessionaires to settle questions of operating policy;
Makes bank deposits of receipts.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods, materials, and tools for proper maintenance and operation of a beach;
Ability to plan and direct the work of others;
Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) season of experience in business, park or public administration; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) seasons of experience in business, park, or public administration; one (1) of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.