



CITY OF BANDERA

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

Seasonal Park Manager Job Description

Job Title: Seasonal Park Manager

Immediate Supervisor: City Administrator

FLSA Designation: Part-time, Exempt

Work Environment: Bandera City Park

Schedule: 8:00 am to 8:00 pm, Saturday-Sunday and specified major holidays

Salary: \$15.00 /hour

Supervise: Seasonal Park Groundskeepers and Seasonal Park Attendants

Position Description:

Seasonal Park Manager is responsible for the seasonal operations of the park. The primary role of the manager is to keep the groundskeepers and attendants accountable and over all maintain daily park functions. Duties include, but are not limited to:

- Maintain a schedule and timesheets for all employees
- Maintain accountability for all cash handling and procedures
- Responsible for filling out all end-of-day paperwork
- Responsible for making bank drops throughout the day
- Monitor park to make sure all rules are being followed
- Responsible for returning the park box to City Hall and reviewing the weekend activities with supervisor
- Be honest and reliable
- Other related duties as assigned

Physical Demands:

The Seasonal Park Manager will be required to work in an outdoor environment and withstand various weather conditions such as extreme heat, sun, and rain. Must be able to occasionally lift 50-100 lbs. Must be able to stand for extended periods of time.

Education/Experience Required:

- Adequate mathematical skills
- Cash handling experience
- Managerial experience preferred

Skills and Abilities:

- Must have a valid driver's license to operate city vehicles and power equipment
- Possess excellent communication and productivity skills, such as oral and written communications, multiple task-oriented, and critical thinking required for problem solving
- Must use considerable tact and courtesy in frequent contact with the public
- Ability to work and operate with unpleasant social situations (irate customers) in a professional manner