Assistant Property Manager - Mississinewa Lake

Job ID: 601779
Apply Before: 04/23/2016
Location: Peru
Full/Part Time: Full-Time
Salary: $26,910.00
City/County/St: Peru, Miami County, IN

To Apply

Job Description:

The Assistant Property Manager serves Mississinewa Reservoir and Francis Slocum State Forest. This position is responsible for applying the use of standard operating procedures, policies, regulations, industry standards and applicable statutes and laws, in basing decisions and in directing work necessary to preserve and manage natural, historical and cultural resources at the property. It also provides high quality recreational experiences by directing operations in a manner consistent with department and division mission, goals and objectives.

Responsibilities:

Required to live in residence on the property and to be available and on call for emergency response.

Supervises and directs staff, interns and volunteers to include: personnel transactions, hiring, training, scheduling, appraisal discipline and payroll.

Develops implements and tracks biennial budget and administers monies for areas of direct responsibility.

Incumbent assists property manager with affirmative action, sexual harassment. IDEM compliance, SBOH compliance, ADA, IOSHA, safety program, CDL compliance. Incumbent directs, inspects and monitors maintenance; repair and cleaning of all facilities under their direction.

Incumbent supervises contractors, including PM contractors, hired to perform routine maintenance on equipment.

Incumbent directs and monitors security operations provided by property personnel and makes decisions on when law enforcement and/or other emergency services are required.

Incumbent is responsible for directing, monitoring, reconciling and reporting revenue and fee collection, donation and change funds for areas of responsibility.
Incumbent prepares requisitions, solicits bids and other required purchasing procedures for equipment and supplies.

Incumbent assists in the operation of sewage-treatment plants and/or water treatment plants.

Incumbent supervises campground computerized reservation system operations including: employee training, trouble-shooting system failures, communication with CRS vendor, attend division training sessions.

Incumbent directs and/or develops, implements and monitors planning documents: Strategic plan, emergency action plan and event plans.

Incumbent directs and monitors customers services; community and public relations; cooperative efforts with federal, state and local agencies; vendors; local tourism industry; local merchants; special interest groups; marketing and advertising.

Incumbent directs and manages the use of personal computers, network system back up, data storage, employee access and connectivity.

Incumbent serves on division or department committees.

Incumbent will be directly responsible for gate house operation.

Incumbent supervises and directs duties for seven full-time, 32 seasonal and up to 8 temporary employees.

Serves as second line supervisor for an additional 8 full-time employees.

Responsible for all other duties as directed.

**Preferred Experience:**

Knowledge and skill typically acquired through a BS degree in a recreation management, wildlife biology, natural resources or a related field from an accredited college or university and field experience in the recreation program area.

Current valid Driver License and within one year qualify for Commercial Driver's License.

Must possess working knowledge and understanding of accounting principles.

Ability to forecast needs, develop and implement biennial budget, track expenditures and budget resources and provide appropriate documentation for review.

Must have excellent verbal and written communication skills

Ability to hire; direct, train, develop, motivate, discipline and evaluate a diverse range of employees with various levels of skills to meet operational demands.

Possess the ability to work independently with minimal supervision in directing property operations according to established guidelines.
Must have organizational skills in planning and coordinating a variety of projects simultaneously.

Must be able to maintain strict adherence to confidential requests, especially when dealing with personnel issues.

Working knowledge of all State Personnel training issues including but not limited to information Management, Discrimination, Cultural Diversity, Employee Assistance, and Interview and Selection.

**Benefits:**

The State of Indiana offers a comprehensive benefit package which includes:

- Medical / Dental / Vision plans
- Health Savings Account available with Employer Contribution
- Prescription Coverage
- Employee Assistance Program
- Employer-funded Retirement Plan
- Deferred Compensation Plan with Employer Match
- Flexible Spending Account
- Work/life balance: 24 Paid Days Off and 12 Holidays, per year
- Group Life Insurance
- Public Service Loan Forgiveness Program

Want the specifics? Explore the Benefits of Working in State Government!

**Equal Employment Opportunity:**

The State of Indiana is an Equal Opportunity Employer.