Assistant Property Manager - Clifty Falls State Park

Job ID: 601780

Apply Before: 04/23/2016

Location: Madison

Full/Part Time: Full-Time

Salary: $26,910.00

City/County/St: Madison, Jefferson County, IN

To Apply

Job Description:

This position is responsible for all management functions and supervises employees on a State Park or Reservoir Facility. This includes but is not limited to all hiring, purchasing and operational decisions in accordance with State of Indiana policies or standard operational procedures for a State of Indiana facility. Program responsibilities include recreation, resource management, lake management (Cooperation and management of Corps Of Engineer facilities), wildlife management and interpretation. Specific responsibilities vary from property to property. Manager is responsible for the upkeep and maintenance of all kinds of facilities unique to their properties. This includes buildings, Inns, shelters, pools, etc.

Responsibilities:

Assists property manager in preparation of daily work assignments, schedules, and planning.

Assists with training and direction given to salaried and intermittent employees on a daily basis.

Serves as the property safety director and responds to safety and compliance issues on a monthly basis and as needed.

Assists with the preparation and development of the property biennial budget plan.

Maintains lock and key program for entire property facilities and employee records.

Makes daily inspections of the property to assist with planning and priorities.

Takes steps to correct deficiencies and resolve issues, complaints or emergencies that relate to overall park operations as directed or required by the circumstances.

Responds to visitor needs and answer questions in a professional manner as needed.

Assists with annual evaluations and daily assessment of work performance for full-time and intermittent employees.
Assists with full-time and intermittent interviews for vacant positions on a seasonal basis and as needed.

Follows all Department SOP (Standard Operating Procedures) for accounting and revenue collection policies.

Becomes certified as required by property facilities in the areas of swimming pool operations, wastewater, and water facilities.

Reviews plans, specifications and work performed by independent contractors conducting work within park boundaries.

Performs related work as assigned by the property manager.

**Preferred Experience:**

Bachelor’s Degree in Natural Resources Management or a related field and or relevant Natural Resource experience to be effective in this position. Broad professional knowledge of recreational management and work place safety, basic knowledge of land management, wildlife management, construction methods, supervision and modern management principles.

Ability to establish and maintain a harmonious relationship with the general public.

Ability to maintain, coordinate, and complete multiple tasks, and projects.

Ability to communicate properly in written and oral form in a professional manner. Knowledge of the use and care of audio-visual equipment, printers, and computers.

Ability to operate and maintain a variety of various mechanical equipment to include, but not limited to the following: Office equipment, shop equipment, trucks, trailers, tractors, and implements, generators, pumps, power tools, and various hand tools.

Knowledge of general administrative and clerical procedures.

Knowledge of basic first aid & CPR. Knowledge of property emergency response procedures in the event of emergencies.

The ability to prepare and maintain a variety of records.

Ability to develop work plans.

Ability to plan, assign and supervise the work of subordinate personnel.

Ability to prepare operating budget request.

Ability to maintain and do minor repair work on all mechanical facilities on the property.

Basic knowledge of State and Federal laws and Property Regulations pertaining to out-of-doors recreational activities.

**Additional Comments:**
Applicant must reside on the property in full-time residence and assist in responding to property emergencies.

Applicant must possess a valid Indiana Driver’s License.

Applicant must possess, or be willing to obtain, water and wastewater licenses needed at the both properties.

Applicant must be willing to obtain future training as required.

Applicant must be willing to work as scheduled including holiday and weekends on a regular basis.

**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.