



Village of Watkins Glen
303 N. Franklin Street, Watkins Glen, NY 14891
607-535-2736

Job Opening
Parks and Event Center Manager

Village of Watkins Glen

LAST DATE TO FILE: Applications accepted until position is filled.

SALARY: Salary commensurate with experience plus excellent benefit package.

HOW TO APPLY: Interested candidates must submit an original Civil Service application along with a resume, and three (3) professional references to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. If you choose to drop your application off there is a mailbox outside the County building designated "All County Correspondence".... please deposit your application in the mailbox and clearly mark the envelope "Civil Service".

VACANCY: At the present time, there is one full time opening with the Village of Watkins Glen. This is a competitive title; therefore, **the person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.**

RESIDENCY REQUIREMENT: Candidates must be **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** within three months of hire date.

JOB DESCRIPTION: Under general direction of the Village Board of Trustees, the Parks and Event Center Manager is responsible for the overall management of the Parks facilities; Seneca Lake Event Center and Community Center, including the promotion, marketing and operation of the Parks overall facilities. The incumbent has responsibility for the seven-day a week, shift operation of Parks facilities and will often be required to work irregular hours, including weekends. Supervision may be exercised over assigned staff, interns, volunteers, and outside vendors that work at special events. Performs related duties as required.

TYPICAL WORK ACTIVITIES: Develop, implement and direct goals, policies, standards and procedures for the operation, promotion and maintenance of Village Parks (Clute, Lafayette and Gifford), Clute Park Campground, Community Center and Seneca Lake Event Center. Develop relationships and partnerships with other Village departments, neighboring municipalities, volunteers and other community leaders and organizations which serve youth and families. Direct and participate in the marketing of Village Parks (Clute, Lafayette and Gifford), Clute Park Campground, Community Center and Seneca Lake Event Center to foster and promote facility usage through social media; build close relationships with the community and statewide

constituents to market facilities; prepare and conduct presentations; monitoring and accessing customer feedback; conducting visits/tours; attending civic, community and social agency meetings. Establish and maintain operational relationship with representatives of contracted events and production staff to ensure adequate support, contract compliance, facility utilization and to ensure repeat business. Monitor staff levels, ensure adequate supplies, site supervision, provide assistance with interviewing/hiring of staff for all facilities and collaborate with Superintendent of Public Works in planning for maintenance and grounds keeping of facilities. Assist with the preparation of annual budgets, approve expenditures and insure receipt of adequate revenue for the sound fiscal management of all facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices involved in facilities management including building operations and maintenance, park management; promotions and sales marketing;

Thorough knowledge of social media platforms including Village website, Facebook, Twitter, etc.;

Good knowledge of fiscal management and budgeting;

Good knowledge of techniques used for the operation of an indoor arena sponsoring entertainment, sports, conventions/meetings, trade shows and exhibitions;

Ability to negotiate contractual agreements as it relates to a public assembly facility;

Ability to lay out floor arrangements to accommodate all types of events;

Ability to evaluate crowds and develop crowd control and safety procedures;

Ability to supervise the work of others;

Ability to communicate clearly and effectively both orally and in writing;

Demonstrate initiative, resourcefulness, and creativity;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A.) Masters Degree in Public Relations, Marketing, Event Planning or related field AND (3) years of experience in management, business administration, or marketing, with (2) of the years in a supervisory or managerial roll; OR

B.) Bachelor's Degree in Public Relations, Marketing, Event Planning or related field AND (4) years of experience in management, business administration, or marketing with (3) of the years in a supervisory or managerial roll; OR

An equivalent combination of training and experience as defined by the limits of (A) and (B)

SPECIAL REQUIREMENTS FOR THE VILLAGE OF WATKINS GLEN: Must possess a valid New York State driver's license at the time of appointment and throughout employment.

Applications and announcements are available at www.schuylercounty.us or the Schuylers County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: February 8, 2021