

City of San José
CLASS SPECIFICATION

Title: Amusement Park Supervisor (7121)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Parks, Recreation, and Neighborhood Services	Varies	Non-exempt

CLASS SUMMARY

Under direction, performs work of moderate difficulty, with responsibility for an amusement park operated year round utilized by San Jose and Bay Area Residents. This is a highly visible City wide facility and program with focus on customer service, food and souvenir concessions, cash handling, ride maintenance, puppet theatre productions, volunteers, and special events.

DISTINGUISHING CHARACTERISTICS

An employee in this class is responsible for planning, organizing and supervising comprehensive amusement park services and programs for the general public in a 12 acre facility that services the San Francisco Bay area 364 days a year. This class differs from Recreation Supervisor in that incumbents of the class have responsibility for a specific community service area with programs targeted for specialized populations or mainstream recreation programs. This class differs from that of Recreation Program Coordinator in that incumbents of the latter class are concerned with a specific community center, targeted City-wide programs or special events and activities. This class differs from the next higher class of Family Park Manager in that an incumbent of the latter manages an amusement park and zoo that has a major City-wide emphasis and is responsible for a significant capital improvement program and budget, the general operations of a park and zoo, and the development and administration of operating and revenue budgets, works with non profit organizations, manages contracts and a regional park parking collections program.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Completion of 60 semester units/90 quarter units from an accredited college or university in Business Administration, Social Science, Recreation and Leisure studies, or closely related field AND four (4) years of experience supervising the operations of a public or private concessions or a regional park or an amusement operations facility.

Acceptable Substitution

A Bachelor's degree in in Business Administration, Social Science, Recreation and Leisure studies, or closely related field from an accredited college or university, may be substituted for up to two (2) years of the required experience.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a AIMS International Associate Ride Inspector Certification - Level 1 is highly desirable.
- As a condition of employment in some designated positions, possession of valid State of California Class A or B driver's license with applicable endorsements may be required in the performance of job duties.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

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Knowledges, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

Knowledge of:

- General amusement park operations and programs needs.
- Principles and practices of supervision.
- Proper cash collection, handling, safeguarding, depositing and accounting principles.
- Various sources of funding operations and community resources for amusement parks.

Ability to:

- Create, direct and supervise a variety of amusement park program areas that target families with small children in one facility with City-wide scope.
- Establish and maintain effective working relationships with all levels of employees and the public.
- Express oneself and communicate clearly and concisely, both orally and in writing.
- Mediate and resolve problems and concerns of a difficult nature.

Desirable Qualifications (Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

Knowledge of:

- Basic accounting and budgeting.
- Food service, souvenir, and rides program standards and their applications.
- Leisure marketing skills (public information and program promotion.).
- Supervisory techniques, skills and applications.

Ability to:

- Operate software programs including databases and spreadsheets.

DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:
1.	Directs, reviews and approves the development, operation, revenue collection and expenditures for food, beverage and souvenir concession, Puppet Theatre productions, and special activities.
2.	Initiates, establishes and implements policies and procedures as they relate to amusement park operations.
3.	Prepares reports, evaluations, memorandums and correspondence.
4.	Initiates, maintains and develops effective working relationship with ground maintenance, building maintenance and zoo staff, non profit support organizations, volunteers and community groups to foster good relations and encourage co-sponsorship of activities and events.
5.	Provides direction, monitors and approves expenditures as allocated in the budget.
6.	Plans, organizes and supervise special events for families with children 2-10 years of age.
7.	Identifies and analyzes the service needs for a large geographic area with diverse communities and income levels.

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DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:
8.	Develops and recommends policies and procedures and fees governing the management and use of an amusement park facility and programs.
9.	Prepares and implements part time staff budgets for amusement park programs.
10.	Recommends and helps develop operating budget revenue projections and expenditures.
11.	Also, monitors spending for personal and non personal services.
12.	Supervises and assigns F/T and P/T staff, plans and coordinates training. Creates work schedules and monitors work performance.
13.	Recommends employment, retention, promotion, demotion, and completes performance evaluations.
14.	Works with other co-workers, department staff and City departments to insure safer visitor and staff conditions.
15.	Employ staff, coordinate the repair of buildings, grounds and rides.

CLASSIFICATION HISTORY *Created 10/94 (formerly Recreation Supervisor), Rev. 02/18; s001*