

Jurisdictional Class: Competitive; Non-Competitive in City of Plattsburgh  
Adopted: March 29, 1991  
Revised: June 19, 2019

## **BEACH MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible administrative work in the efficient and economical operation and management of municipal beach facilities. Assignments are made to and supervision exercised over subordinate staff, which may include beach security, lifeguards, and maintenance personnel. This work is performed under the general direction of the municipal official in charge. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the operation and maintenance of bathhouses, restrooms, grounds, beach and all beach equipment;  
Supervises the record keeping of attendance, collected money, payrolls, cost of operations, and other necessary reports;  
Works closely with Health Department and performs specific tests on a regular basis on water and beach conditions and makes reports and may deliver water samples as needed;  
Instructs employees in department policies and procedures;  
Confers with concessionaires to settle questions of operating policy;  
Makes bank deposits of receipts.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern methods, materials, and tools for proper maintenance and operation of a beach;  
Ability to plan and direct the work of others;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and one (1) season (three months) of experience working at a beach, park, recreation program, or event planning, which shall have included administrative or supervisory duties; or
- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) seasons (nine months) of experience working at a beach, park, recreation program, or event planning, which shall have included at least two (2) seasons (six months) of administrative or supervisory duties; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Assignments made to employees in this class will require reasonable access to transportation to meet fieldwork requirements in the ordinary course of business.

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.