

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **PARKS MANAGER.**

DUTIES: See attached job description

QUALIFICATIONS: College degree in recreation and/or business management, nonprofit management or related field is preferred. Have a valid driver's license. See attached job description for additional qualifications.

HOURS: This is a full-time position.

Position classification - salary exempt.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: \$45,000-55,000 Depending on experience and qualifications PLUS BENEFIT PACKAGE (medical/vision/dental/life insurance, retirement and more)

Candidates for this position should submit the application form, cover letter, and resumé.

This position is open until filled.

Applications for the position of **PARKS MANAGER** will be accepted at the Delta County Administration Office, 310 Ludington St. Suite 222, Escanaba, MI 49829, or can be completed on the website [deltacountymi.gov](http://deltacountymi.gov).

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

DELTA COUNTY  
JOB DESCRIPTION  
PARKS MANAGER

Title: Parks Manager

Classification: Non Union, Exempt, At Will

Department: Parks

Reports to: Parks and Recreation Commission

Supervised By: County Administrator

Supervises: Parks and Recreation Staff & Volunteers

Revision Date: 5-6-25

**GENERAL PURPOSE**

Responsible for the day-to-day operations of the Delta County Parks and Recreation System.

Responsible for implementing the parks mission, policies, and programs, as well as managing the operations and financial objectives.

The Parks Manager, in collaboration with the Parks and Recreation Commission, evaluates all agreements, organizational plans, programs, activities, procedures, and grants with regard to their planned purpose, sustainability, and impact on the recreational needs of the community.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**Management:**

Responsible for all operational aspects of the Delta County Parks and Recreation System's facilities, budgets, work plans, and programs.

Implement the goals and objectives of the Delta County Parks and Recreation 5-year plan.

Responsible for collaborative relationships and initiatives with existing partners while also developing new strategic partnerships. Current partnerships to maintain: Michigan Department of Natural Resources (MDNR), Hannahville Indian Community, UP State Fair Authority and Delta County Chamber of Commerce.

Responsible for collaborative relationships with county Maintenance, IT, and Administrative departments. Work with the grounds and maintenance crew to ensure projects are scheduled and completed within the project scope. Work with the IT department to ensure

the Parks and Recreation web pages are up to date, accurate, and resourceful. Work with financial staff to process bills, issue refunds, and balance the department budget.

Implement grant agreements with MDNR and other granting organizations. Implement contribution agreements and any other agreements with state/federal governments.

Hire and manage seasonal employees (clerical & custodial), camp hosts, and volunteers.

Comprehension and ability to navigate county ordinances and policies, state and federal laws governing recreational activities and campgrounds.

Implement rules and regulations governing day use and/or camping in Delta County parks.

Responsible for Delta County online camping reservation system/ providing information to recreational users and the general public. Provide the Parks and Recreation Commission quarterly reports which details use, revenue, and expenses to camping.

**Leadership:**

Demonstrate excellent leadership skills for staff and volunteers which builds and supports a cohesive team structure.

Raise community awareness of Delta County Parks to support development efforts and encourage community support.

Maintain fluid communication with members of Delta County Parks and Recreation Commission by attending monthly meetings with a prepared report and attend Delta County Board of Commissioners meetings and providing Departmental updates as needed.

Ability to communicate effectively orally and in writing; and the ability to follow oral and written instructions. Must possess sufficient written and verbal communication skills to be able to interact with a diverse general public, guests, co-workers, employees, vendors, and agencies in a professional manner, developing rapport and enhancing business relationships. Must have legible handwriting.

**Additional Responsibilities and/or Duties:**

Ability to provide excellent customer service.

Obtain required campground permits.

Ensure the completion of campground's mandatory water testing.

Assist with campground inspections from EGLE, Public Health, insurance adjusters, boiler inspections.

Oversee maintenance and security of the campgrounds (monitor for hazards or potential unregistered guests and nuisance animals).

Ability to work independently. Requires the ability to analyze complex problems, evaluate alternatives and make sound decisions as to course of action.

On-Call for staff & camp host outside of normal work hours (evening, nights and weekends) for questions or to fill in for absentee employees.

Conduct employee trainings.

Basic maintenance skills when maintenance crew not available (zero-turn lawn mower) & ability to operate vehicles in the campground.

Develop and oversee Parks special events.

Collaborate with Delta County maintenance crew on maintaining all park grounds, equipment and vehicles.

Ability to react calmly and quickly in emergency situations.

Must possess a valid driver's license.

Ability to lift objects weighing up to 50 pounds.

### **WORKING CONDITIONS**

The primary workplace is in a typical office setting at Delta County's Pioneer Trail Park office in Gladstone, Michigan.

The Parks Manager will frequently visit and assess the other County recreational facilities and lands: OB Fuller Park, Rapid River Falls, Sac Bay, Fish Dam, and Delta County Forest.

### **QUALIFICATIONS & EXPERIENCE**

Leadership experience, preferably in recreational management, business administration or related field. Minimum of Associate's Degree in any of the fore mentioned fields, Bachelor's Degree preferred.

Able to balance multiple priorities, complex situations and meet tight deadlines.

Excellent computer skills and familiarity with office equipment, Microsoft Office programs, and cloud-based file management systems. Prior experience in Financial Software strongly preferred.

An organized, clear thinker and communicator with a passion for recreation.

Basic knowledge of general trades required.

Experience working in the government, a non-profit, or volunteer-based organization is highly desirable.

Ability and willingness to travel, as well as to work outside the normal workday.

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