

Civilian Marksmanship Program
Position Description

Position Title: Park Manager
Department: Talladega Marksmanship Park (TMP)
FLSA Status: Exempt
Date Prepared: 3/12/2020

Approved/Reviewed By: Greg Raines **Date:** 10/23/23

Position Summary: Serves as Park Manager/Range Master for Talladega Marksmanship Park. Through subordinate supervisors, oversees safe operation, maintenance, sales and the overall operations of the park. Exercises delegated managerial authority to plan, schedule and control: matches, training, educational functions, events, and competitions occurring at the park.

Position Dimensions: (Other duties may be assigned)

- Plans work assignments to meet schedules and deadlines, makes changes in the organization of work, evaluates performance of subordinate supervisors and staff.
- Prepares budget requirements for the department. Recommends awards, bonuses and other personnel actions for subordinate personnel.
- Gives advice, counsel, or instruction to employees on both work and administrative matters. Effects minor disciplinary measures, such as warnings and reprimands.
- Coordinates with CBOO, CMP South HR Specialist, for all human resource functions such as hiring, firing, background checks, job descriptions, job announcements, and other administrative type functions.
- Performs special projects and studies for CMP. Serves as advisor to CCO, CMP South & CBOO for assigned areas of responsibility.

Relationships:

Reports to / Supervisory Controls: Reports to CCO. Supervisor provides broad administrative and policy direction. Employee works under broad delegated authority for independently planning and carrying out operations. Work is evaluated for results achieved.

Level & Purpose of Contacts: Active participation with members of the business community and general public. Purpose of contacts is to resolve issues, to discuss work efforts for providing or receiving services and to ensure that information provided to outside parties is accurate and consistent.

Supervisory Responsibility: Direct supervision over all personnel employed at Talladega Marksmanship Park and all activities conducted on the property of Talladega Marksmanship Park.

Guidelines Available to Employee: Guidelines provide general concept and goals of assigned duties. Employee exercises a great deal of personal judgment and discretion, with significant latitude in manner of performing work.

Physical Demands & Work Environment: Work is performed under sometimes stressful conditions and/or with assigned deadlines. Work requires time management and the ability to manage several tasks at the same time. The work is performed in an office, classroom, and on the firing range (outdoors). Employee works in offices and classrooms that are well lit, heated and cooled. When working on range there is no heat or air conditioning. Employee will be exposed to extreme heat, humidity and cold depending on the season. Work environment includes exposure to intermittent noise. Work requires walking, bending and long periods of standing on concrete floor or other hard surfaces. Work may also involve lifting items from 10-75 lbs., sufficient physical ability to perform heavy lifting, pushing, pulling, and carrying; bending, stooping, climbing ladders, kneeling and crawling; stand or walk for prolonged periods of time; operate motorized vehicles and equipment.

Complexity Level: High. Performs various assignments requiring the application of many different and unrelated processes, differing regulatory criteria and procedures. Makes decisions or develops or implements new techniques that satisfy broad policy and technical requirements.

Scope & Effect: High. The work involves planning, developing, and carrying out vital projects and programs which are central to the major revenue producing operations of CMP. Scope is nationwide. Functions accomplished directly and significantly impact product availability, generation of revenue, and customer satisfaction.

Qualifications:

Education / Experience: Bachelor's degree from an accredited four-year college or university, or five to ten years related experience and/or training, or equivalent combination of education and experience. Minimum of three years middle management required.

Skills / Training: In-depth knowledge of CMP matches, competitions, and marksmanship training programs. General knowledge of all CMP operations. Training in use of personal computer or terminal operation is used for retrieval of information and development of spreadsheets, correspondence, and presentations. Ability to communicate orally and in writing with the general public and the business and military communities.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with abstract and concrete variables.