

*Arenac County...Parks & Recreation*

120 North Grove St., P.O. Box 747. Standish, Michigan 48658

517-846-6188

DATE: April 14, 2016

SUBJECT: Parks Supervisor Responsibilities

In order to maintain and operate all Arenac County Parks in a professional and courteous manner in serving the public in accordance with Arenac County Ordinance 12, the following is a description of the duties of the park supervisor:

- (1) Supervise county park operations, equipment and maintenance.
- (2) Supervise and assign daily functions of parks staff.
- (3) Create schedule for parks staff.
- (4) Inventory and replenish all supplies needed for park operations.
- (5) Test all water wells as per the Health Department directions.
- (6) Contact/work with all county departments as needed.
- (7) Create log book to record any park incidents, unusual events, etc.
- (8) Reports to park chairman and commissioners.
- (9) Attend park meetings.
- (10) Maintain good relations with staff and public.

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Signed

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Date