

**EQUESTRIAN FACILITY MANAGER****NATURE OF WORK**

This is professional work directing the daily operations of the Jim Brandon Equestrian Center at Okeeheelee Park South.

An employee in a position allocated to this class is responsible for overseeing the daily operations of the equestrian center, developing short, mid and long range goals and objectives, establishing mechanisms to measure attainment of goals and objectives, preparing and monitoring the expense and revenue budget, ensuring proper revenue collection and cash handling practices, developing and implementing an active marketing and public relations plan, ensuring compliance with County policies and procedures and facilitating understanding and a cooperative working relationship between the County and the Jim Brandon Equestrian Center Advisory Board.

Work is performed under the general direction of a Recreation Services Programs Supervisor and is reviewed through regular meetings, written reports and ongoing communication.

**EXAMPLES OF WORK**

Trains and supervises the work of all Equestrian Center staff, including, but not limited to grounds maintenance and clerical personnel.

Develops and implements Equestrian Center policies and procedures as well as a Center operations manual.

Recommends the hiring, promotion and termination of Equestrian Center staff, reviews performance; issues counseling forms/disciplinary actions; addresses employee complaints and grievances.

Prepares, administers and monitors the Equestrian Center budget; ensures that funds are expended and revenues are collected in accordance with policies and procedures and generally accepted accounting principles.

Coordinates all aspects of shows and competitions, works closely with show managers to ensure a safe and well organized event.

Prepares and ensures the timely completion of contracts for Equestrian Center events and programs.

Establishes and monitors goals and objectives for the Equestrian Center based on input from the County and the Advisory Board; oversees the coordination and implementation of fund raising events and activities.

Works closely with Equestrian Center Advisory Council to establish and promote equestrian competition, develops community support and builds industry relationships.

Ensures that all Equestrian Center facilities and events comply with federal, state and local laws, rules and regulations.

Conducts staff training on the proper practices and methods of equine facility maintenance.

**EQUESTRIAN FACILITY MANAGER - CONT'D****EXAMPLES OF WORK - CONT'D**

Establishes and maintains a network of equestrian contacts for the benefit of the Center.

Prepares complex written correspondence, reports, responses and justifications.

Provides customer service and conducts promotional activities to benefit the growth of Equestrian Center events and programs.

Prepares master events calendar for Equestrian Center.

Ensures that adequate, appropriate and accurate records are maintained.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of principles and practices of business administration.

Extensive knowledge of principles and practices of equine facility and show management.

Extensive knowledge of equine animal handling and care, to include health requirements.

Extensive knowledge of the principles and practices of competitive horse show and performance industry.

Considerable knowledge of safety practices and procedures regarding equine animal care and programs.

Considerable knowledge of the current literature, trends and developments in the field of equine facility management.

Knowledge of effective marketing practices and techniques, public relations and media management.

Ability to lead the work force toward the realization of the Equestrian Center's mission.

**MINIMUM ENTRANCE REQUIREMENTS**

Graduation from an accredited college or university with major course work in Parks/Recreation Administration, Animal Science, Business Administration or related field and a combination of five (5) years supervisory experience including planning and directing the daily operations of an equestrian operation; or any equivalent combination of related training and experience.

**NECESSARY SPECIAL REQUIREMENT**

Have or obtain CPR/First Aid/AED Certification within six (6) months of hire. Valid Florida Driver's License