

ASSISTANT PARKS DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a management and administrative position responsible for assisting in the overall operation and strategic development of the County park system. The incumbent will assist the Parks Director of the Department of Public Works in all matters related to the daily administration of the division and assist the Commissioner of Public Works, as assigned, in the development and expansion of the parks system, including the evaluation and pursuit of all available funding sources. Contacts will include administrative staff throughout the County on matters related to the administration of the Parks Division, with management and operational staff within the Department of Public Works to coordinate activities and share resources, with representatives of Federal, State and local governmental agencies and boards, and with regional and local non-profit agencies and organizations related to parks services and operations, and with the public utilizing the parks recreational and educational services. General supervision will be received from the Parks Director and direction will be provided by the Commissioner of Public Works as appropriate. Direct supervision will be exercised over subordinate staff of the division and unpaid workers and volunteers, as assigned and in the absence of the division director. An employee in this class may be required to work hours other than in the normal workweek, including evenings, weekends and holidays, and may be required to travel throughout the County to the various parks and other work locations.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists the Parks Director in all matters related to the administration and operation of the Parks Division, and may act independently in performing responsibilities as assigned by the Director or Commissioner and/or Deputy Commissioner of Public Works;
2. Assists the Director in all matters related to personnel and payroll administration of the division, including selection of staff, addressing matters of work performance (including corrective and disciplinary action), addressing labor relations and labor contract issues, authorizing time off and payment to employees, and so forth;
3. Assists the Director in the preparation and maintenance of all required regulatory and administrative reports and records;
4. Assists the Director and Commissioner and/or Deputy Commissioner in the preparation and administration of the annual operating budget, programmatic budgets and the Capital Budget for the division, for inclusion with the overall department budget and the preparation of the strategic master plan and capital improvement plan, and prepares all financial reports related to the Parks Division;
5. Assists the Director and Commissioner and/or Deputy Commissioner in researching all external sources for funding for the parks system, including public and private grants, legislatively enacted and private funding sources, and prepares all requests, applications and justifications for funding awards; monitoring all accounts and funding as received and expended;
6. Represents the division and department serving on boards and committees, and making presentations before legislative, municipal, administrative, regulatory and advisory agencies and organizations;

ASSISTANT PARKS DIRECTOR (Cont'd)

TYPICAL WORK ACTIVITIES: (Cont'd)

7. Coordinates efforts for the ongoing administration and strategic development and expansion of the parks system within the County government organization, and with Federal, State and local government agencies, local boards and organizations, non-profit groups and foundations, and parks system user groups;
8. Coordinates programs and special events.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public administration to assist in the overall administration of the functions of a major governmental division;

Knowledge of the principles and practices governing administration of a public parks and recreation program to ensure the public is adequately served in educational and recreational services;

Knowledge of grant and other available funding research, request writing and application processes, and administrative procedures following awards, to ensure the division obtains maximum available funding and utilizes it in the most effective manner;

Knowledge of the practices, tools, materials and safety procedures used in the construction, maintenance and repair of buildings, equipment, grounds and recreation areas, and aquatic areas, to assist in and lead a variety of construction, maintenance and repair activities;

Ability to plan, coordinate and supervise the work of others;

Ability to communicate effectively, both orally and in writing, when preparing correspondence, writing program proposals and justifications, and when meeting with others;

Ability to work outdoors in all weather conditions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Bachelor's degree in Parks or Recreation Administration or a closely related field and one (1) year of full-time paid work experience in a responsible administrative and supervisory capacity in a public park system, public recreation program, or private or non-profit recreational facility or program;

OR: (B) Bachelor's degree AND three (3) years of full-time paid work experience in a responsible administrative and supervisory capacity in a public park system, public recreation program, or private or non-profit recreational facility or program;

OR: (C) Graduation from high school or possession of a high school equivalency diploma AND seven (7) years of full-time paid work experience as described in (B) above.

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NOTE: Qualifying administrative work experience involves the responsibility of supervision of a staff of not less than five (full-time staff), which include the determination of staff assignments, planning of department activities, and budget planning.

NOTE: Your degree or college credit 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

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 01/01/04
REVISED: 06/24/2020
09/08/2020