

## COMMISSIONER OF PARKS, RECREATION AND CONSERVATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, an incumbent of this class is the chief administrative officer in charge of the Parks, Recreation and Conservation Department and its personnel. The position's chief responsibilities are directing the planning, development and operations of the County's parks, recreational, historical preservation and conservation activities to ensure proper utilization of natural resources and providing recreational activities and facilities. The Commissioner serves as technical advisor and consultant to the Parks, Recreation, and Conservation Board and administers Board policies. In addition, the incumbent maintains an active role with various professional organizations. Direct and indirect supervision is exercised over a large number of professional, technical, clerical and maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs the organization, management, establishment, development and maintenance of the park and recreation activities, policies and programs, and historical preservation programs to ensure programs are coordinated with local municipalities and are available to all citizens;

Directs research, selection, planning and investigation of future park acreage and recommends acquisitions to County Executive to ensure future availability to citizens;

Oversees adoption and adherence to rules and regulations governing use of facilities and properties to ensure appropriate use controls are maintained;

Directs development and approval of departmental budget to ensure consistency with established goals and objectives and monitors department performance against the budget to assure appropriate expenditure of funds;

Organizes, plans and directs staffing employee scheduling and training to ensure appropriate staff is available and motivated to carry out department activities;

Oversees and participates in the development and execution of promotional activities to ensure appropriate level of public awareness of department activities;

Oversees development of policies, plans and recommendations to the County Executive and execution of granting licenses and easements;

Directs the research and contract design for park properties to recommend action to Board of Acquisition and Contract on such items as: let of leases and concessions and miscellaneous services;

Develops and lays out the construction program, Capital as well as Non-Recurring in the County's park system including the parks, swimming pools, beaches, parkways, County Center, Playland Amusement Park, etc.;

Develops a five-year Capital Program as well as additional Capital Improvements and Construction at the various park facilities;