

RESPONSIBILITIES - Associate Director of Division (Deputy Commissioner of PRC)

OVERVIEW

- I Golf Division
- II Budgeting
- III Revenues
- IV Payments
- V Purchasing
- VI Reporting
- VII Tracking
- VIII Contracts
- IX Permits
- X Information Technology
- XI Administrative Support
- XII Concessions
- XIII General Maintenance

GOLF DIVISION

- A Directly oversee the day to day operations of six county-owned golf courses.
 - a Negotiate and oversee six golf pro contracts, two driving range contracts and six food concession contracts.
 - b Supervise 42 full-time golf employees and over 70 hourly employees
 - c Oversee the collection of over \$11 million in golf revenue
 - d Responsible for developing long range capital improvement plans
 - e Oversee the "blitz crew" to handle large golf maintenance projects and Improvements
 - f On call 24/7 to address any emergencies that arise.

ADMINISTRATION DIVISION

Oversee 35 full-time administrative/contract/concession/personnel/information technology employees.

II BUDGETING

- A Develop, prepare and monitor \$40 million operating budget which consists of 44 separate budget units
 - a Develop fee structure analysis
 - b Balance of initiatives, needs and fiscal constraints
 - c Negotiate with Budget department
- B Prepare Equipment Budget
 - a Develop 5 year vehicle and equipment replacement plan
 - b Review requests and discuss needs
- C Prepare 7 Trust Budgets for over \$1.4 million

III REVENUE

- A \$25 million in revenues are collected from over 1.5 million paid visitors per year
- B Record all deposits into AMS Financial system
- C Audit and reconcile 120 cash reports each week
- D Oversee all Federal and State Aid.
- E Allocate housing rental revenue
- F Credit Cards
 - a Allocate over \$11 million in credit card revenue to proper accounts
 - b Reconcile 12 credit card reports daily
 - c Make sure all charges are settled
 - d Handle all discrepancies and customer inquiries
- G Handle interdepartmental revenues

IV **PAYMENT PROCESSING**

- A Pay almost 10,000 invoices annually
- B Issue 100 Refunds each year
- C Obtain 50 Emergency Authorizations each year
- D Review all petty cash payments
- F Pay utility bills for over 40 locations.

V **PURCHASING**

- A Prepare over 800 Field Requisitions each year
 - a Most include multiple items with very detailed descriptions
 - b Make sure proper procurement procedures are followed.

VI **REPORTING**

- A Prepare weekly golf stats report
 - a Track golf revenue, cart revenue, and rounds for each facility
 - b Prepare cart usage report to pay golf pros
- B Prepare bi-weekly attendance and revenue reports for all facilities
- C Prepare annual report for Parks Board

VII **TRACKING**

- A Track expenses and revenues for over 44 operating budgets and 7 trusts
- B Transfer appropriations to cover expenses
- C Prepare four forecasts for Budget department annually
- D Closeouts
 - a Monthly
 - i Make sure revenues are booked to proper month
 - ii Reconcile all Bank Accounts
 - b Year End
 - i Receivables
 - ii Reserves
 - iii Balance all Operating Accounts
 - iv Adjust all Encumbrances
- E Track interdepartmental charges for accuracy

VIII **CONTRACTS**

Head of contract committee which meets weekly to review all A&C resolutions and contracts.

- A Preparation of Contracts
 - a 120 Contracts totaling over \$10 million.
 - i. draft A & C resolutions for the board of acquisition & contract
 - b 25 Terms and Conditions Agreements
- B Maintain Contract Tracking System in Excel
 - a Monitor renewals
 - b Record other statistics (**i.e.** MBWE)
- C Communicate to field new/renewal file price agreements
 - a BPS
 - b Maintain excel spreadsheet of all BPS file price agreements
- D Process payment vouchers
 - a Monitor payments against contracting encumbrances
 - b Train new field people in contracts paperwork process

IX PERMITS

- A Issue almost 2,000 picnic permits annually
 - a Recommend appropriate facility for customer needs
 - b Track and process payments (must be within 10 days)
- B Issue over 200 unique Special Use Permits annually
- C Handle all prepaid parking.
- D Sell over 500 golf gift certificates annually
- E Over 300 park passes issued annually.
- F Issue 100 Photography permits annually
- G Order, maintain inventory and distribute all gift certificates and park pass supplies
- H Handle over 200 calls per day during peak season

X INFORMATION TECHNOLOGY

- A Support and Maintain Department Applications
 - a EZ Suite (Golf Point of Sale)
 - b Rectrac (Facility Reservation and Rental)
- B Prepare user manuals and training documentation for all department applications
- C Provide desktop support for all department users
- D Perform system setup and annual maintenance for all department applications
- E Monitor all systems for failures as well as provide hardware support

XI ADMINISTRATIVE COORDINATION

- A Coordinate proper installation and repair of Computers, Telephones, Copiers and Fax Machines
- B Coordinate vehicle repair and inspection and submit monthly mileage reports
- C Coordinate summer vehicle rentals.
- D Assist with customer complaints.
- E Work with Risk Mgt and Law to investigate all patron and vehicular accidents.
- F Process Property Loss Reports
- G Submit quarterly reports on all copiers
- H Coordinate quarterly gas inventories with BPS
- I Audit Gas usage sheets from 13 separate locations.
- J Order, maintain inventory and distribute boat launch and special event tickets.
- K Distribute change fund to various locations.

XII CONCESSIONS

- A Manage over 100 Agreements totaling almost \$2 million in revenue annually
 - a 36 Concession Agreements (food concessions, catering, equestrian, golf professionals)
 - b 13 Intermunicipal Agreements (**IMAs**)
 - c 32 Residence Agreements
 - d 9 Utility and MTA Agreements
 - e 15 Lawn & Garden Permits
- B Track payments, insurance and reports
- C Site Inspections
- D Insure Compliance with County Policies

XIII GENERAL MAINTENANCE

- A Perform thousands of work orders annually.
- B Respond to emergency repairs.
- C Complete capital projects that are over budget.
- D Perform construction projects in lieu of capital expenditures
- E Perform all repairs including mechanical, electrical and plumbing for over 700 buildings.
- F Refuse removal for over 30 facilities.
- G Ongoing safety and maintenance program for over 50 facilities.
- H Maintain over 30 county residences.
- I Tree trimming and cutting for all facilities including along the Bronx River Pkwy.
- J Oversee the county wide services contracts for the Parks Department.