

PROGRAM ADMINISTRATOR (PARK MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and in accordance with the goals, policies and objectives of the department, an incumbent is responsible for assisting in the management, administration and coordination of park programming and operations for the Department of Parks, Recreation and Conservation. As part of the department's management team, responsibilities involve participating in managing departmental programs and operations, providing program support to managers by coordinating programs and operations between divisions as needed, and working with managers throughout the department in developing program and operating budgets. Work also includes evaluating park programming and operations and providing analyses and recommendations on same to assist in establishing and implementing department-wide policies and procedures for a safe, cost effective and efficiently run department. Close working relationships are maintained with other supervisors and administrators of the department to ensure program objectives are achieved. Supervision is exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in PRC department management, including program, policy and procedure development and implementation;

Through subordinate supervisors, administratively oversees and monitors day to day operational functions and prepares studies and reports on operational issues;

Conducts analyses of existing and proposed programs and services, recommending modifications to improve program performance;

Develops, implements and administers a variety of PRC studies and programs designed to augment and enhance the services provided by the Department;

May assist with operations including the collection of revenue, issuance of permits, insuring that departmental procedures are adhered to, and related duties;

Participates in the preparation of the capital, operating, non-recurring and equipment budgets;

Participates in the administering Water Safety Programs, including the recruitment of lifeguards, administrative support and ongoing training coordination, through superintendents of the individual parks;

Oversees and reviews the acquisition of equipment and supplies;

Participates in the promotion and marketing of PRC programs and facilities;

Prepares and administers user assessments and surveys, participates in compiling and evaluating the results;

Develops training material for seasonal workers regarding PRC and County procedures and conducts training, as needed;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Participates in the recruitment and selection of staff to meet operational objectives;

Develops realistic project schedules and monitors progress to completion;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of program administration and management; good knowledge of the types of activities and facilities found in public park, recreation and conservation areas; ability to carry out complex oral and written instructions; ability to plan, lay out and supervise the work of others; ability to deal effectively with a wide variety of personnel and problems in achieving operational and administrative goals; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; courtesy; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) eight years of public administrative experience, two of which must have been in a department of parks and recreation; or (b) eight years of experience in parks, recreation or conservation facility operations, two of which must have been at a supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above stated general experience. Satisfactory completion of 30 credits* towards a Master's Degree* in Parks, Recreation, Conservation, Forestry or Horticulture or substantially related field may be substituted for one year of the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.