

ASSOCIATE DIRECTOR OF DIVISION (DEPUTY COMMISSIONER OF PARKS,  
RECREATION AND CONSERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Parks, Recreation and Conservation, an incumbent is responsible for the administrative planning, organization and supervision of a major segment of the Department of Parks, Recreation and Conservation. As a Deputy and consistent with the provisions of the Westchester County Charter, this position is authorized to act generally for and on behalf of the Commissioner. In the absence of the Commissioner, the Deputy Commissioner assumes departmental responsibility for areas assigned. Supervision is exercised over a large number of professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Commissioner - Parks, Recreation and Conservation, and represents the Commissioner in an official capacity, as required, on departmental matters as requested;

Administers two or more major segments of the Department's program, as assigned by the Commissioner;

Plans and directs the development, promotion, implementation and management of a board program of Parks, Recreation and Conservation, as assigned;

Coordinates and assists with the recruitment, placement, and training of personnel;

Prepares and reviews the departmental budget relative to areas of responsibility, supportive documentation, program objectives and financial records;

Formulates policy and program outlines for the operation of the division (to which assigned);

Expedites solutions to operational problems arising out of budget execution, personnel, administration, purchasing, etc.;

Assists in the promotion and development of a diversified program of Parks, Recreation and Conservation;

Advises subordinates in the interpretation and application of operating policies in disposing of routine problems;

Develops operating policies to guide subordinates in day-to-day operations;

Serves as a general assistant to the Commissioner in all matters where such aid may be required;

Acts on behalf of the Commissioner of Parks, Recreation and Conservation in his/her absence.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the theory and philosophy Parks, Recreation and Conservation and ability to interpret this philosophy to others; understanding of the problems of a community in respect to recreation, and ability to formulate and administer recreation programs to meet community needs; understanding of the varied Parks, Recreation and Conservation activities which make up a community recreation and conservation program and technical ability to achieve optimum use; administrative skill in the organization, development, and maintenance of a comprehensive community recreation program involving the operation of areas and facilities and the recruitment, selection, training and supervision of a leadership staff; capacity for cooperating with and interpreting Park, Recreation and Conservation to related public, voluntary, and private organizations, and the general public; ability in communication, including public speaking and the writing of reports, manuals, directions and related materials; capacity for investigation, analysis, planning, decision-making and implementation of policy, initiative, persistence and ability to inspire the best efforts of others; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Recreation, Forestry, Park Administration, Business or Public Administration, or a closely related field and a minimum of eight years of full-time paid experience in recreation, conservation, camp or park administration in a position of major responsibility.

SUBSTITUTION: 30 credits toward a Master's Degree\* in one of the above mentioned fields may be substituted for each year of the required 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.

West. Co.  
J. C.: Pending Exempt†  
HQM

Job Class Code: E0961  
Job Group: XVIII