

DIRECTOR OF PROGRAMS AND SERVICES - P.R.C.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Deputy Commissioner, the incumbent plans and directs the development, promotion and implementation of a comprehensive recreation program for Westchester County. The incumbent is responsible for administration of the section, planning and managing budget, supervising staff, etc. Supervision is exercised over a number of professional and auxiliary personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, plans, coordinates and promotes programs and services County-wide in the general areas of: Aging, Athletics, Leisure Sports, Performing Arts, Physically or Intellectually Disabled, Special Events, etc.;

Conducts research and studies recreation needs, budget, personnel and organization for local communities;

Directs and participates in the preparation of Division budget and reviews and controls expenses;

Supervises, directs and participates in the preparation of promotion materials for recreation programs;

Organizes and supervises leadership training courses servicing local organizations, consulting with them about program needs and course requirements;

Consults with the Director of Park Facilities - P.R.C. on the physical development of recreation areas;

Consults with Park Division to develop programs held in park facilities;

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 theory and practice of recreation organization and administration; thorough knowledge of the activities and problems relating to community recreation programs; good knowledge of accepted public administration principles and practices including budget preparation; knowledge of planning, acquiring and equipping recreation facilities; ability to promote, plan and stimulate recreational activities in the communities which comprise the County with particular emphasis upon recreational programs and activities which are underdeveloped in the County and on the development and improvement of new recreational areas; ability to work cooperatively in a leadership capacity with the staff of the department and the administrators of local agencies throughout the County; good professional and administrative judgment in the planning and carrying out of department programs; ability to speak effectively before official bodies and

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd.) specific groups concerned with recreation programs; ability to communicate clearly, concisely and effectively both orally and in writing; 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, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree* in recreation administration or a related field and eight years of full-time paid experience in which the primary function of the position was recreation work, three of which shall have been in an administrative or supervisory capacity; or (b) a Master's Degree* in recreation administration or related field and seven years of full-time paid experience in recreation work, three of which must have been in an administrative or supervisory capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary 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.