

DIRECTOR OF PROGRAM DEVELOPMENT II (HISTORIC & INTERPRETIVE SITES)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of the Conservation Division and located in the Parks Department, an incumbent of this position is responsible for the daily operation of all of the department's interpretive, passive and historic park sites. Responsibilities include supervising staff in developing and implementing programs, including activities such as operating day camps and performing curatorial functions; conducting biodiversity, wildlife and environmental management studies; managing park site maintenance, and ensuring park safety for all park patrons. Considerable latitude is given for independent judgment and decision making within the boundaries of park policies and procedures. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Supervision is exercised over a large number of professional, technical and labor employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises all personnel, and directs all programs and events at the assigned County interpretive properties, environmental and historic sites;

Oversees and manages budgets for the assigned County interpretive properties, environmental and historic sites and all Division programs;

Supervises biodiversity research studies to address issue such as the deer tick population, animal overpopulation, watershed issues, etc.;

Supervises the administration and operation of the County-wide wildlife management programs;

Directs the acquisition and distribution of supplies for all interpretive properties, historic sites and programs and directs the work necessary for the maintenance of records and other work activity reports;

Directs the maintenance of all historic sites and properties to ensure visitor safety and keeps apprised of site conditions to ensure appropriate maintenance, upkeep and repair of parks, campgrounds, historic buildings, etc.;

Acts as liaison to the Westchester County Historical Society, other community groups boards and organizations;

Researches and prepares lectures and talks on interpretive sites and history for organized groups, answers information requests and provides technical assistance to community groups and individuals;

Plans, coordinates and implements special programs and events to interpret the unique properties and historic sites of the County;

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

Assists local communities and groups in developing educational programs to create a greater interest in the properties and history;

Uses computer applications or other automated systems such as word processing, calendar, email data database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques of modern park management; thorough knowledge of the principles and practices of leisure recreation; thorough knowledge of maintenance practices and procedures; good knowledge of interpretive programs and historic site management; good knowledge of the types of activities, programs and facilities found in interpretive and historic sites; ability to plan and supervise the work of others; ability to handle large crowds tactfully and effectively; ability to administer, train, supervise, plan, develop, coordinate and communicates effectively; ability to communicate effectively, both orally and in writing; good professional judgement; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Recreation, Park Administration, Environmental Studies or Museum Administration and six years of experience in the management of interpretive recreation and education programs, managing an interpretive or historic site, or in the operation and maintenance of parks or other recreation area or program, four years of which must have been in a supervisory capacity; or (b) a Bachelor's Degree* and seven years of the experience as defined in (a).

SUBSTITUTIONS: Satisfactory completion of 30 credits* towards a Master's Degree* in Recreation, Park Administration, Environmental Studies, Museum Administration or closely related field may be substituted for up to one year of the general 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.