

COMMISSIONER OF PARKS, RECREATION AND CONSERVATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, an incumbent of this class is the chief administrative officer in charge of the Parks, Recreation and Conservation Department and its personnel. The position's chief responsibilities are directing the planning, development and operations of the County's parks, recreational, historical preservation and conservation activities to ensure proper utilization of natural resources and providing recreational activities and facilities. The Commissioner serves as technical advisor and consultant to the Parks, Recreation, and Conservation Board and administers Board policies. In addition, the incumbent maintains an active role with various professional organizations. Direct and indirect supervision is exercised over a large number of professional, technical, clerical and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the organization, management, establishment, development and maintenance of the park and recreation activities, policies and programs, and historical preservation programs to ensure programs are coordinated with local municipalities and are available to all citizens;

Directs research, selection, planning and investigation of future park acreage and recommends acquisitions to County Executive to ensure future availability to citizens;

Oversees adoption and adherence to rules and regulations governing use of facilities and properties to ensure appropriate use controls are maintained;

Directs development and approval of departmental budget to ensure consistency with established goals and objectives and monitors department performance against the budget to assure appropriate expenditure of funds;

Organizes, plans and directs staffing employee scheduling and training to ensure appropriate staff is available and motivated to carry out department activities;

Oversees and participates in the development and execution of promotional activities to ensure appropriate level of public awareness of department activities;

Oversees development of policies, plans and recommendations to the County Executive and execution of granting licenses and easements;

Directs the research and contract design for park properties to recommend action to Board of Acquisition and Contract on such items as: let of leases and concessions and miscellaneous services;

Develops and lays out the construction program, Capital as well as Non-Recurring in the County's park system including the parks, swimming pools, beaches, parkways, County Center, Playland Amusement Park, etc.;

EXAMPLES OF WORK: (Cont'd)

Develops a five-year Capital Program as well as additional Capital Improvements and Construction at the various park facilities;

Serves as an Ex-Official member of the County Planning Board and reviews all planning projects submitted to the Board throughout the County;

Serves as a member or participates in an active role in various organizations (i.e., Westchester Beautification Committee, the Historic Preservation Committee);

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory and philosophy of parks, recreation and conservation, and ability to interpret this philosophy to others; understanding of the problems of a community in relation to parks, recreation and conservation, and ability to formulate and administer park, recreation and conservation programs to meet specific community needs; 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 personnel; understanding of the varied recreation activities which make up a community recreation program, and technical competence in directing their optimum use to meet the needs of people of all ages and interests; understanding of the function, design, and maintenance of park and recreation areas and facilities, and ability to superintend a program of acquisition, construction, and maintenance of park and recreation areas and facilities; administrative skill in the supervision of technically trained personnel from such fields as landscape architecture, civil engineering, forestry, and horticulture, in the planning and operation of park and recreation areas and facilities; capacity for cooperating with and interpreting parks, recreation and conservation to related public, voluntary and private organizations and the public; skill in communication through speech and writing; executive capacity for decision-making and implementation of policy, coupled with extensive knowledge of principles and techniques of management as applied to parks, recreation and conservation; initiative, creativity, perseverance, and the ability to inspire the continuing best efforts of others; physical condition commensurate with the demands of the position.

DESIRED ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in recreation, forestry, physical education, park administration, or a closely related field and 12 years of full-time, paid experience in an administrative position of major responsibility in recreation, parks or camps.

SUBSTITUTIONS: Education beyond a Bachelor's Degree* may be substituted at the rate of 15 credit hours for one year of experience.

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

West. Co.
J.C.: Unclassified†
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Job Class Code: E0025
Job Group: Flat Rate