

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†
WPP1

Job Class Code: E0025
Job Group: Flat Rate

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Summary of Qualifications: Enthusiastic, team-oriented parks and recreation professional with decades of facility, personnel, budget and program management success. Excellent people skills and passion for the value of world-class parks and recreation services.

Aug. 2010 – present - Commissioner, Westchester County Parks, Recreation and Conservation

First nationally accredited county parks department in New York State – 2003. Re-accredited 2008, 2013, 2018

Chief executive officer for the department consisting of over 230 annual employees and an operating budget of \$47 million and serving three million visitors annually. Supervise the administration, planning, organization and operational activities of the department while working closely with the county executive and his staff.

Department components include Playland Amusement Park, the Westchester County Center, Muscoot Farm and more that 45 separate facilities encompassing over 18,000 acres of parkland.

Oversee all aspects of the department, including but not limited to:

- Projects of the Capital Facilities group, encompassing over 100 individual projects totaling over \$250 million;
- Administration, Personnel and Marketing divisions, which provide services to all our operating divisions processing payroll, payment vouchers, directing public information and marketing supporting the entire PRC range of services to the public. National award-winning web design, magazine and customer service training services.
- Concession and Contract Management Divisions, handling 300 contracts per year that provide a wide variety of customer services and operational issues. recreation programs, which serve over 500,000 residents annually. Conservation efforts that help us manage our vast land holdings in the most sensitive way possible including biodiversity research, resource management plans and both species and habitat restoration and protection.
- Pride in Parks (PIP), a performance based management system used to drive accountability throughout our agency and has resulted in over 98% of our facilities receiving passing grades annually.

Involved in the entire 2019-2022 budget development process

Managed the department through the personnel challenges, particularly dealing with the loss of over 100 full-time positions and the reorganization of the remaining parks staff.

Ex-officio voting member of the Westchester County Planning Board.

Ex-officio, non- voting member of the Westchester Parks Foundation board.

Sept. 2006 – Aug. 2010 - Deputy Commissioner, Westchester County Parks, Recreation and Conservation

Deputy Chief Executive Officer, managing 75 annual and hundreds of hourly and part time staff with operating responsibilities totaling more than \$15 million. Supervise the Parks, and Recreation divisions and the County Center; 10 facilities with pools, beaches, picnic areas, camp sites, playgrounds and fields. Design, develop and execute the PRC Academy, an annual, four-day intensive leadership training “Boot Camp” for PRC directors, facility managers and new staff. Designed and executed the opening ceremony for the 2007 Empire State

Games at Kensico Dam Plaza, which attracted 15,000 and was the culmination of two years' planning, Raised funds to cover \$200,000 program expense.

Feb. 2003 – Sept. 2010 - Executive Director, Friends of Westchester County Parks, Inc. (non-paid)
Predecessor organization to Westchester Parks Foundation, a not-for-profit partner of PRC.

Feb. 2003 – Sept. 2006 - Director of Recreation, Westchester County Parks, Recreation and Conservation
Supervised four full-time recreation professionals and 100 part-time staff. Responsible for the organization and management of over 100 programs/events annually, attended by 500,000 patrons. Raised over \$250,000 for program support and sponsorship. Member of the PRC accreditation team which worked to achieve national accreditation by the National Recreation and Park Association. First county in New York State history to obtain this accreditation.

Dec. 1997 – Feb. 2003 - Assistant Manager, Westchester County Center

Responsible for all activities at the County Center. Designed and executed events with promoters. Handled 200 contracts, with over 1,000 event days annually. Managed a budget of \$4 million. Supervised 25 of annual staff, and 30 hourly. Supervised the parking division, a million dollar business annually and consisting of three parking lots. Supervised capital projects that included the renovations of the interior and exterior of the building. Hosted one million patrons annually. Operated without any tax subsidy including debt services and employee fringe benefits.

1988 – 1997 - Independent Contractor, Westchester County Parks, Recreation and Conservation

1983 – 1988 - Recreation Supervisor, Westchester County Parks, Recreation and Conservation

1980 – 1983 - Program Specialist/Camping, Westchester County Parks, Recreation and Conservation

Directed Mountain Lakes Camp, a 1,100-acre county camp for children, serving more than 2,000 boys and girls during the period. Managed staff of over 100.

1976 – 1980 - Recreation Supervisor, Village of Scarsdale, New York

Responsible for all teen programs, after-school programs, all athletic events, and the municipal pool complex

PROFESSIONAL ACTIVITIES

Westchester Recreation and Parks Society, Inc.: member 1976 – pres.; president 1983-1985.

Recipient of Peter J. Mayers Award of Merit - 2009

New York State Recreation and Parks Society, Inc. member since 1976

Vice-President of Programs 1985-1987

National Recreation and Park Association, Inc. member since 1998

EDUCATION

B.S. University of Massachusetts - 1975

Leisure Skills and Services, Cum Laude