

## FIRST DEPUTY COMMISSIONER OF PARKS, RECREATION AND CONSERVATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Parks, Recreation and Conservation, the incumbent of this class acts generally for and in place of the Commissioner, consistent with the provisions of New York State Civil Service Law and the Westchester County Charter, by sharing fully in the administration, planning, organization and operational activities of the Department, advising and consulting on the goals, plans and policies of the Department. Responsibilities include extensive contact with public, private and community agencies and the public regarding issues related to Parks, Recreation and Conservation. In the absence of the Commissioner, this position serves as Acting Commissioner with responsibility for supervision of the entire department. Supervision is exercised over a large number of personnel including subordinate Deputy Commissioners as well as managerial, professional, support and maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts for and in place of the Commissioner at the request of the Commissioner or in the Commissioner's absence with full authority to commit the department;

Advises and assists the Commissioner in the formulation of policies, plans and programs;

Oversees the subordinate directors of departmental administrative and operational functions;

Evaluates all phases of Park, Recreation and Conservation programs and services and directs the implementation of corrective action when necessary;

Represents the Commissioner in the Department's relations with the various governmental, community and private agencies, and with the public;

Administers large segments of the Department's programming, as assigned by the Commissioner;

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

Prepares and reviews the departmental budget, supportive documentation program objectives and financial records;

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

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

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern management principles and practices; thorough knowledge of governmental financial administration and control; thorough knowledge of the theory and philosophy of the Parks, Recreation and Conservation Department and ability to interpret this philosophy to others; thorough knowledge of the problems of a community with respect to recreation, and the ability to formulate and administer recreation programs to meet community needs; thorough knowledge of the varied Parks, Recreation and Conservation activities which make up a community recreation and conservation program and technical ability to achieve their optimum use; good knowledge of federal, state and local laws, rules, regulations and policies applicable to the operation of the department; 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; skill in establishing cooperative relationships with public, voluntary, and private organizations, and the general public; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, and database software; 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 demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree\* in Recreation, Forestry, Park Administration, or a closely related field AND a minimum of twelve years of full-time paid experience in recreation, conservation, camp or park administration in a position of major responsibility; or (b) a Bachelor's Degree\* in Business or Public Administration, Finance or related field and a minimum of twelve years experience in management or administration in a position of major responsibility; or (c) a satisfactory combination of training and experience.

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.: Exempt  
RRRF

Job Class Code: E0791  
Job Group: XVIII

## Contact

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## Top Skills

Operations Management

Parks

Marketing Communications

# Peter Tartaglia

First Deputy Commissioner at Westchester County Department of Parks, Recreation and Conservation  
Ardsley, New York, United States

## Summary

Experienced professional with proven and exceptional administrative, directing, operational, planning, crisis management, communications and marketing skills who is passionate about his career and recognized and respected in Westchester County.

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## Experience

### Westchester County Department of Parks, Recreation and Conservation

39 years 4 months

#### First Deputy Commissioner

June 2019 - Present (3 years 3 months)

Administrator of programs, services, operations and maintenance for the Nationally Accredited department which consists of 50 park facilities on 18,000 acres visited by 3 million people annually. The department consists of divisions including Administration, Capital Projects, Concessions, Conservation, General Maintenance, Human Resources, Internet Technology, Marketing and Communications, Parks, Playland Park, Recreation and the Westchester County Center.

Works independently and directly with the Commissioner on all division operations, final decision making, policies, problem solving and human resources (over one thousand full-time and part-time employees).

Assumes Commissioner's duties in her absence.

Key decision maker for an annual \$50 million operating budget and ongoing \$500 million capital project improvement plan.

Department spokesperson, media liaison and crisis management director.

Liaison with county departments including the County Executive's Office, Board of Legislators, Office of Communications, Public Works and Transportation, Planning, Environmental Facilities, Internet Technology, County Attorney, Budget, Finance, Public Safety and Emergency Services.  
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#### Deputy Commissioner

January 2011 - May 2019 (8 years 5 months)

Administrator of programs, services, operations and maintenance for the Nationally Accredited department which consists of 50 park facilities on 18,000 acres visited by 3 million people annually. The department consists of divisions including Administration, Capital Projects, Concessions, Conservation, General Maintenance, Human Resources, Internet Technology, Marketing and Communications, Parks, Playland Park, Recreation and the Westchester County Center.

#### Director of Operations

February 2004 - December 2010 (6 years 11 months)

Key decision maker as part of the department's Senior Management for operations and management of an annual \$50 million operating budget and \$250 million ongoing capital improvement plan.

Direct oversight of operations for divisions and employees within the department including the Westchester County Center, Marketing and Communications, Playland Park and Recreation.

Director of the joint information call center as part of Department of Emergency Operations drills.

#### Director of Sales and Marketing - Playland Park

January 2000 - January 2004 (4 years 1 month)

Responsible for the growth of attendance and revenue through the management of park operations and development of communications, marketing, pricing and promotion programs during a period when attendance averaged over one million annually.

#### Assitant Director of Sales and Marketing - Playland Park

August 1989 - December 1999 (10 years 5 months)

Key decision maker and assisted in all duties described in Director of Sales and Marketing

#### Publicy Manager

May 1983 - July 1989 (6 years 3 months)

Responsible for the creation and implementation of public relations and marketing programs.

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## Education

Iona College

Bachelor of Arts (BA), Communications, Marketing · (1983)

Roosevelt High School, Yonkers, NY

· (1976 - 1979)