

DEPUTY COMMISSIONER OF PARKS, RECREATION AND CONSERVATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Parks, Recreation and Conservation, an incumbent is responsible for the administrative planning, organization and supervision of a major segment of the Department of Parks, Recreation and Conservation. Consistent with the provisions of the Westchester County Charter, this position is authorized to act generally for and on behalf of the Commissioner. In the absence of the Commissioner, the Deputy Commissioner assumes full departmental responsibility. Supervision is exercised over a large number of professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Commissioner - Parks, Recreation and Conservation, in his absence and represents him in an official capacity, as required, on all departmental matters and at local, state, and professional meetings;

Administers two or more major segments of the Department's program, as assigned by the Commissioner;

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

Coordinates and assists with the recruitment, placement, and training of personnel;

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

Formulates policy and program outlines for the operation of the division (to which assigned);

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

Assists in the promotion and development of a diversified program of Parks, Recreation and Conservation;

Advises subordinates in the interpretation and application of operating policies in disposing of routine problems;

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

Serves as a general assistant to the Commissioner in all matters where such aid may be required;

Acts on behalf of the Commissioner of Parks, Recreation and Conservation in his/her absence.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory and philosophy Parks, Recreation and Conservation and ability to interpret this philosophy to others; understanding of the problems of a community in respect to recreation, and ability to formulate and administer recreation programs to meet community needs; understanding of the varied Parks, Recreation and Conservation activities which make up a community recreation and conservation program and technical ability to achieve optimum use; 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; capacity for cooperating with and interpreting Park, Recreation and Conservation to related public, voluntary, and private organizations, and the general public; 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 requirements 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 ten 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 ten 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†
MML596

Job Class Code: E0051
Job Group: XVII

Neil Squillante

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Profile

Goal-oriented individual with strong leadership capabilities and nearly 30 years of experience as a professional manager. Organized and detail-directed problem solver with a proven ability to work in unison with staff.

Education

B.A. | BUSINESS ADMINISTRATION | HERBERT H LEHMAN COLLEGE - CUNY

Experience

DEPUTY COMMISSIONER OF PRC | DEPARTMENT OF PARKS, RECREATION & CONSERVATION | 2021 - PRESENT

- Oversee PRC Operations
- Provide direct supervision for Administration Division (Budget, Personnel, Finance, Concessions, IT, Permits), General Maintenance and Golf
- Responsible for establishing and executing staffing plan for the department
- Review and institute internal policies and procedures as well as PRC fee schedule
- Responsible for oversight of \$50+ million dollar annual budget

CHIEF OF OPERATIONS | DEPARTMENT OF PARKS, RECREATION & CONSERVATION | 2006 - 2021

- Provided oversight of all division directors; Operations, Personnel, Parks, Recreation, Conservation, County Center and Playland
- Provided direct supervision for Administration Division (Budget, Personnel, Finance, Concessions, IT, Permits), General Maintenance, Golf, Recreation and County Center
- Developed and provided oversight of the department's \$50+million dollar annual budget as well as each divisions goals and objectives

DIRECTOR OF ADMINISTRATIVE SERVICES (MANAGEMENT OPERATIONS) | DEPARTMENT OF PARKS, RECREATION & CONSERVATION | 1993 - 2006

- Developed and monitored \$50+ million dollar annual budget
- Conducted internal financial audits and evaluated operational procedures
- Analyzed departmental requests for proposals for concessions and various other projects

SENIOR BUDGET ANALYST | CITY OF YONKERS | 1985 - 1992

- Developed and monitored of City's \$364 million budget
- Provided fiscal oversight of various departments including revenue and expense forecasts

Community Involvement / Professional Memberships

Westchester County Sports Hall of Fame, Executive Director

National Recreation and Park Association

Westchester County Parks and Recreation Society

New York State Parks and Recreation Society