

ASSISTANT DIRECTOR OF DIVISION (PRC)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this one position class participates with and assists the Commissioner and Deputy Commissioner's of Parks, Recreation and Conservation in the overall management of the Department of Parks, Recreation and Conservation. Work involves directing the day to day operations of the department and the formulation, administration and implementation of departmental operational policies and procedures. In addition, the incumbent may be assigned responsibility for one or more of the following divisions: departmental administrative services, park, recreation and conservation services or capital projects. Extensive liaison is maintained with municipalities, County departments, consultants and funding agencies. The incumbent may act for and on behalf of the Commissioner or Deputy Commissioner in his/her absence. Supervision is exercised over a number of professional, technical, consulting and support personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs departmental administrative services including budget preparation, payroll/personnel functions, management information systems, accounts payable, billing, contract management, financial reporting, grants management and regulatory compliance;

Supervises the development of service contracts with vendors and with other County departments for review and approval of the Law Department and the Board of Acquisition and Contract; monitors contracts to ensure compliance with terms and agreements, coordinates modifications to meet changing needs, and monitors costs;

Supervises the planning and coordination of park, conservation and recreation programs and services on a county wide basis.

Presents reports and recommendations to the County Executive, the Board of Legislators, the County Planning Board and other County departments as required;

Organizes and supervises leadership training courses servicing local organizations, consulting with them about program needs and course requirements;

Develops departmental operations and service delivery procedures;

Participates in the presentation of information concerning the work of the Department to various service and lay groups in the community;

Ensures the appropriate and timely reporting of statistics, inspections, studies, and other documentation, as required;

Represents the Department and PRC Board on panels, task forces, committees, and conferences, as well as in meetings with federal and state agencies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing assignments;

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

Attends meetings, seminars and conferences for and on behalf of the Commissioner or Deputy Commissioners;

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

Supervises the preparation of 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.;

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;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the organization, development, and operation and maintenance of comprehensive community parks, recreation and conservation programs, including the operation of areas and facilities and the recruitment, selection, training and supervision of a leadership staff; thorough knowledge of the principles and practices of management and administration as applied to the operation of public park, recreation and conservation programs; thorough knowledge of the varied Parks, Recreation and Conservation activities which make up community parks, recreation and conservation programs; ability to formulate and administer recreation programs to meet community needs; ability to represent the department and develop and maintain effective working relationships with government officials, the business community, voluntary, and private organizations, and the general public; ability to communicate effectively, both orally and in writing; ability to

use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; physical condition commensurate with the requirements of the position.

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MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Recreation, Forestry, Park Administration, Public Administration or a closely related field and six years of full-time paid administrative or managerial experience in recreation, conservation, camp or park administration.

SUBSTITUTION: 30 credits toward a Master's Degree* in one of the above mentioned fields may be substituted for one 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 Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
DRC3

Job Class Code: E0818
Job Group: XVI

WILLIAM EDWARD BLAND

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QUALIFICATIONS PROFILE

Enthusiastic and goal-oriented professional with significant years of experience in organizational supervision, strategic leadership, fiscal operations, and personnel management. Demonstrated ability to build positive relationships within all levels of agency creating an excitement and esprit de corps with internal and external stakeholders. Results-driven leader with stable analytical and planning skills, problem solving to maximize outcomes. Proven ability to assume challenging roles, working under pressure to meet deadlines, and produce sustainable results. Dynamic administrator with exposure to a myriad collaborative projects providing strategic direction to organization in the public and private sector.

AREAS OF EXPERTISE

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| <input type="checkbox"/> Program Coordination Planning and Development | <input type="checkbox"/> Business / Organizational Development |
| <input type="checkbox"/> Community Outreach / Humanitarian Services | <input type="checkbox"/> Grants Management |
| <input type="checkbox"/> Educational, Recreational, Organized Team Sports, Artistic, Cultural and Social Development | <input type="checkbox"/> Client and Vendor Relations Management |
| <input type="checkbox"/> Operations Management recreation and parks | <input type="checkbox"/> Team Development and Management |
| <input type="checkbox"/> Global Strategic Planning | <input type="checkbox"/> Recruitment and Training |
| <input type="checkbox"/> Facility and Financial Management | <input type="checkbox"/> Public Relations / Marketing |
| <input type="checkbox"/> Procurement and Purchasing | <input type="checkbox"/> Social and Political Advocacy |
| | <input type="checkbox"/> Regulatory Compliance |

PROFESSIONAL EXPERIENCE

Westchester County (Parks, Recreation and Conservation) ▪ Westchester County, NY

Assistant Director of Division (PRC)

Mar 2022-Present

- Supervises the planning and coordination of park, conservation and recreation programs and services on a county wide basis
- Presents reports and recommendations to the County Executive, the Board of Legislators, the County Planning Board and other County departments as required
- Organizes and supervises leadership training courses servicing local organizations, consulting with them about program needs and course requirements
- Develops departmental operations and service delivery procedures
- Participates in the presentation of information concerning the work of the Department to various service and lay groups in the community
- Ensures the appropriate and timely reporting of statistics, inspections, studies, and other documentation, as required
- Represents the Department and PRC Board on panels, task forces, committees, and conferences, as well as in meetings with federal and state agencies

Westchester County (Parks, Recreation and Conservation) ▪ Westchester County, NY

Program Administrator-Staff Training and Development

Feb 2009-Present

- Coordination of PIP (Pride In Parks) a comprehensive performance based management system that generates frequent and random detailed inspection of our parks and facilities based on the NYPD CompStat Program. The program monitors data mined from the department's business practices evaluating conditions, quality of maintenance and operational procedures for PRC (Parks, Recreation and Conservation) facilities.
- Assumed responsibility in various personnel performance optimization and development initiatives, including outlining overall structural design for continuous in-service program for all employees; establishing training policies and procedures; administering and coordinating all matters regarding training and education programs; and ensuring complete execution of all established policies and procedures for all departments
- Closely monitored the development, modification, and implementation of standard and specialized training and education programs, outlines and materials, particularly mandatory requirements for hazardous materials, personal protective equipment, and specialized areas of technical training for electrical, plumbing, carpentry, and other trades
- Prepared and managed requests for training proposals to educational institutions and collaborated on curriculum design for in-service training and education, such as the Administrative Management Training Program through Rutgers University, Westchester Community College and SW BOCES
- Manage PRC Academy training programs, Annual PRC Staff Conference, and ongoing orientations and in service training particularly for the more than 1,200 seasonal or hourly staff and 500 business partners staff
- Applied expertise in writing grants as well as researching and identifying perspective donors coupled to developing synergistic opportunities for fund raising.
- Guided accreditation teams efforts, modernizing the process and presentation to NRPA

WILLIAM EDWARD BLAND

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- Liaison to Department of Social Service facilitating Workforce Development for clients receiving benefits and employer/ trainer Westchester-Putnam OneStop career center facilitating foster care and TANF youth to obtain employment within parks while cultivating an understanding of park stewardship and public service
- Department representative Westchester County Emergency Operations Center. Project coordination of departmental assets in conjunction with State and Federal entities. Most Recently COVID-19 response.

Highlights:

- 2 successful CAPRA National reaccreditation through NRPA currently working on the 3rd
- NACo Achievement Awards for Pride in Parks Blitz Crew and Staff Conference Day
- Led efforts in the successful development and implementation of an online orientation training module for 900 seasonal employees, which, in turn translated into a departmental savings in excess of \$160K
- Designed a curriculum that enhanced professional opportunities for training, skill, and personal development by restructuring annual departmental conference
- Aided in development of NYS 1st Covid-19 test site and mobile field hospital
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Town of Greenburg Department of Community Resources ▪ Greenburgh, NY

Deputy Commissioner

Oct 2000-Feb 2008

- Oversaw all facets of community center artistic, cultural, recreational, social, programs and activities, from conceptualization through evaluation and promotion to desired outcomes
- Provided proactive leadership to Business Office, Facilities Management, Senior, Adult, Teen and Youth programming supervisors, Transportation departments as well as with the Summer Programs and Aquatic Services, composed of professional, paraprofessional, and clerical personnel totaling to 41 full-time and approximately 250 part-time employees
- Prepared and controlled annual budget as well as oversaw the preparation of account analysis, monthly reconciliation, cash receipts and statistical reports, open receivable accounts, and petty cash
- Consolidated and evaluated monthly data; prepared and submitted comprehensive reports to the Town Board of Legislators and Citizens Advisory Board
- Liaised between various boards, commissions, elected government officials, community-based organization, civic groups, and institutions of worship, boards of education as well as media relations with internal and external outlets
- Known strategist for managing risks, mitigating liability, identifying security issues and potentially hazardous conditions or safety violations

Highlights:

- Petitioned and administered more than \$200K in grants for direct program implementation
- Directed initiatives to increase diversity and breadth of programming, development of policies, and procedures, which resulted in improved efficiency, productivity and quality delivered services
- Secured and supervised capital funding for projects amounting to more than \$4.6M of renovations to pool, HVAC, and filtration systems as well as general facility and park development / renovations
- Maintained strategic alliances with various departments and community-based organizations to increase and diversify program opportunities
- Worked collaboratively with law enforcement agencies, which mitigated the growth of criminal and gang activities

Pratt Institute- Higher Education Program ▪ Brooklyn, NY

Executive Director

Feb 2000-Aug 2001

- Provided administrative support to New York State and University funded programs by overseeing program's goals, policies, planning, management, and priorities as well as leveraging administrative budget through grants and institutional money
- Prepared and submitted reports to the New York Department of Higher Education, Institute Administration, and Board of trustees
- Presented proposals to appropriate state and legislative officials, board of trustees, and potential donors
- Ensured open channels of communication with university faculty and administrators as well as with community-based agencies

Highlights:

- Successfully maintained number of FTEs and increased funding from the state by more than \$200K, where other programs lost students and received decreases in funding
- Elevated the morale of students, staff, and faculty through strengthening the administration's commitment and involvement with the program
- Restructured and developed a new administrative model, implementing processes and procedures to involve all sectors of the Institute

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- Secured funding to upgrade and develop a computer resource center
- Maximized overall visibility of the program within the local community

EARLIER CAREER

Hofstra University- NOAH (New Opportunities at Hofstra) Program ▪ Hempstead, NY

Senior Assistant Dean | Summer Program Coordinator

June 1995-Feb 2000

Westchester Medical Center ▪ Valhalla, NY

Administrative Resident

Mar 1998-Oct 1998

EDUCATION / CREDENTIALS

Master of Arts, Specialization in Health Administration, Hofstra University ▪ Hempstead, NY

Bachelor of Arts Specialization in Biology, Hofstra University ▪ Hempstead, NY