

DIRECTOR OF PROGRAM DEVELOPMENT II (PARKS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Deputy Commissioner, the Director is responsible for and directs and supervises various classes of professional level staff and park superintendents engaged in the delivery of recreation services, park operations and maintenance. The incumbent plans, develops, assesses and revises park programs and services to insure responsiveness to public interests. The incumbent is responsible for the management of the Aquatic Safety program at all County pools and beaches involving lifeguard officers and staff. The incumbent approves all safety plans, ensures that all subordinate staff is current on all necessary safety certifications related to their jobs, enforces departmental procedures regarding waterfronts and is responsible for compliance with health codes. The position is also involved in the planning, evaluation, design and installation of park facilities and equipment to meet these needs, and is involved in the maintenance of park property, facilities and equipment. Considerable technical skill and independent judgement must be exercised. Supervision is exercised over a large number of professional, supervisory, technical and labor personnel. The work of the Director involves a wide range and variety of contacts, including vendors, the general public, etc. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Supervision is exercised over a number of subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, plans, coordinates and integrates the year-round operations, program development and maintenance of all park facilities and accomplishes this through subordinate supervisory positions, specifically Program Administrator (Parks), Park Superintendents I, II and III, while insuring adherence to established policies and procedures;

Evaluates and monitors park programs and recreation services and operations on a regular basis, in terms of their responsiveness to public needs and their capacity to maximize the effective utilization of available resources, park property, facilities and equipment;

Represents the department with community groups for the purpose of explaining available services, programs and facilities, and conducts research and surveys to ascertain public interest and discusses with administrative and operational staff ways to implement and integrate new and revised programs and procedures with ongoing operations;

Assists in the recruitment, training and evaluation of park personnel;

Participates in the preparation and execution of the park facilities budget;

Supervises the development and execution of work programs and maintenance plans, in parks including recommendations concerning non-recurring repairs and replacements and capital projects;

Inspects concession services to insure that operations are in accordance with provisions of the contract agreement;

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

Supervises the aquatic program and staff in the management of the water safety program, including the recruitment, training, and supervision of lifeguard personnel;

Reviews and approves all requisitions submitted by park superintendents for materials and supplies;

Confers with planning and engineering staff offering practical advice on rehabilitation and construction projects from the standpoint of good operational procedures and maintenance;

Ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software;

May perform incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques of modern park management; thorough knowledge of maintenance practices and procedures; thorough knowledge of swimming pool and beach operations, maintenance and waterfront safety; thorough knowledge of the principles and practices of leisure recreation; good knowledge of the types of activities and facilities found in public park areas; good knowledge of concession service practices; good knowledge of park rules and regulations; good knowledge of maintenance equipment, care and repair; ability to plan and supervise the work of others; ability to handle large crowds tactfully and effectively; ability to prepare reports on park operations and maintenance activities; ability to communicate clearly and effectively; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Recreation, Park Administration, Forestry or Horticulture and six years of experience in which the primary function of the position was managing the operation and maintenance of parks or other types of recreation facilities, four years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operator's License at time of appointment.

SUBSTITUTION: A Master's Degree* in Park Management, Recreation Administration, Forestry or Horticulture may be substituted on a year for year basis for the general experience. Candidates must possess the supervisory 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.

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OBJECTIVE

To provide a premiere level experience for the Westchester County Parks, Recreation & Conservation facilities and programming to the Westchester residents through implementing best practices within our system to always keep up with changing times and ultimately park user wants and needs. These practices include but are not limited to a knowledge of the techniques of modern park management, maintenance practices & procedures. This also includes knowledge of swimming pool and beach operations, maintenance and waterfront safety; thorough knowledge of the principles and practices of leisure recreation; good knowledge of the types of activities and facilities found in public park areas; good knowledge of concession service practices; good knowledge of park rules and regulations; good knowledge of maintenance equipment, care and repair.

EXPERIENCE

MARCH 2020 – PRESENT

DIRECTOR OF PARKS (DIRECTOR OF PROGRAM DEVELOPMENT II (PARKS)), WESTCHESTER COUNTY DEPARTMENT OF PARKS, RECREATION AND CONSERVATION

- Provide oversight on all Parks Division facilities (4 pools, 3 beaches and multiple park locations).
- Directs and supervises staff engaged in the delivery of recreation services, park operations and maintenance.
- Plans, designs, and evaluates programs, services and operations of major park facilities and related equipment to ensure optimal utilization of resources.
- Plans, develops, assesses and revises a wide array of park programs and services to ensure response to public interests, requests and concerns.
- Management of the Aquatic Safety program at all County pools and beaches involving lifeguard officers and staff; approving all safety plans, and ensuring that all staff is current on all necessary safety certifications related to their jobs.
- Enforcing departmental procedures regarding waterfronts and with health codes relating to aquatics.
- Supervision over a large number of professional, supervisory, technical and labor personnel.
- Directs, plans, coordinates and integrates the year-round operations, program development and maintenance of all park facilities through subordinate supervisory staff, while insuring adherence to established policies and procedures.
- Evaluates and monitors park programs and recreation services and operations regularly in terms of their responsiveness to public needs and to maximize the effective utilization of available resources, park property, facilities and equipment.
- Represents the department with community groups for the purpose of explaining available services, programs and facilities; conducts research and conducts surveys to ascertain public interest.

- Meets with administrative and operational on the implementation and integration of new and revised programs and procedures with ongoing operations.
- Assists in the recruitment, training and evaluation of park personnel.
- Participates in the preparation and execution of the park facilities budget.
- Supervises the development and execution of work programs and maintenance plans, in parks including recommendations concerning non-recurring repairs and replacements and capital projects.
- Inspects concession services to insure that operations are in accordance with provisions of the contract agreement.
- Preparation and processing of work orders.
- Supervises the aquatic program and staff in the management of the water safety program, including the recruitment, training, and supervision of lifeguard personnel.
- Reviews and approves all requisitions submitted by park superintendents for materials and supplies.
- Confers with planning and engineering staff offering practical advice on rehabilitation and construction projects from the standpoint of good operational procedures and maintenance.
- Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

JANUARY 2017 –MARCH 2020

ASSISTANT DIRECTOR OF PARKS, WESTCHESTER COUNT DEPARTMENT OF PARKS, RECREATION AND CONSERVATION

- Prepared statistical reports.
- Preparation and processing of work orders.
- Compiled statistical analysis reports for the Parks Director.
- Coordinated Family Fun Day activities and other special events as directed.
- Scheduled and coordinate various safety and developmental training programs for the department.
- Employee recruitment and retention.
- Pool and Beach facility and staff supervision

JANUARY 2002 – JANUARY 2017

SALES MANAGER-ASSISTANT GENERAL MANAGER, WESTCHESTER COUNTY CENTER-WESTCHESTER COUNTY DEPARTMENT OF PARKS, RECREATION AND CONSERVATION

- Work with various promoters to book and successfully run a variety of events.
- Direct and coordinate activities of all departments concerned with the production, pricing, sales, and execution of all events.
- Review financial statements, sales and attendance reports and other significant data to measure the productivity and profitability of current and recent shows, to determine strategies to meet future goals.
- Prepare Invoices.
- Employee Scheduling on both a daily basis, and on an event driven basis.
- Maintain and oversee the floor on event dates, including placement of needed staff, greeting customers, and addressing any needs that may come up.
- Prepare and maintain budgets, including those of building staff, equipment, and renovations.
- Direct, coordinate, and review activities in sales and service accounting and record keeping, and in shipping and receiving operations.
- Analyze internal processes and determine necessary procedural or policy changes.

- Hire, prepare training, and oversee staff as needed.
 - Oversight of all building divisions including sales, parking, park passes, box office, and administration.
 - Meet with sponsors and organizing committees to plan scope and format of events, to establish and monitor budgets or to review administrative procedures.
 - Evaluate and direct content, design, and accessibility of the website.
 - Confer with legal staff to resolve problems, such as contract concerns, royalty sharing, and overall acceptable contract terms.
 - Build, create, and maintain working relationships with promoters and organizations, to maintain future success.
 - Plan, direct and coordinate security activities to safeguard company assets, employees, guests, and property.
- Identify, investigate and resolve security breaches.

SEPTEMBER 2000 – JANUARY 2002

**SENIOR OFFICE ASSISTANT, WESTCHESTER COUNTY CENTER-
WESTCHESTER COUNTY DEPARTMENT OF PARKS, RECREATION
AND CONSERVATION**

- Control Box Office, Ticketmaster, Parking, Park Pass, Department of Transportation, and Golf Gift Cards, sales and Audits.
- Handle all daily deposits and entries from all departments.
- Management of Accounts payable and Accounts Receivable.
- Ordering and tracking of uniforms, waste management containers, and supplies.
- Implementation of credit card machines and usage at the Westchester County Center.

OCTOBER 1997 – SEPTEMBER 2000

**SENIOR OFFICE ASSISTANT, WESTCHESTER COUNTY CENTER-
WESTCHESTER COUNTY DEPARTMENT OF PARKS, RECREATION
AND CONSERVATION**

- Hourly Payroll Preparation.
- Created and maintained records of maintenance hours.
- Preparation and processing of work orders.
- Compiled statistical analysis reports for the Parks Director.
- Managed Westchester County Parks Department Permits Office
- Managed Westchester County Park Pass inventory distribution and inventory

EDUCATION

SEPTEMBER 1995 – MAY 1998

**ASSOCIATES DEGREE BUSINESS ADMINISTRATION &
MANAGEMENT, WESTCHESTER COMMUNITY COLLEGE**

SEPTEMBER 1998 – MAY 2000

BUSINESS ADMINISTRATION & MANAGEMENT - MERCY COLLEGE

SKILLS

- Microsoft Word, Microsoft Excel, PowerPoint, Access, Outlook, AMS Advantage, Report, LGFS, Internet, Adobe, Rectrac, Venus, Daktronics, Fairway, C-Cure systems, many more basic computer programs,
- Quick learner with any computer software

ACTIVITIES

- Member of Westchester Recreation & Parks Society
- Volunteer Fireman
- Certified Playground Inspector
- Certified Pool Operator
- Certified Petroleum Bulk Storage Operator
- Certified American Red Cross – 1st Aid, AED, Stop the Bleed