

DIRECTOR OF PROGRAM DEVELOPMENT II (CONCESSIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, plans, directs and coordinates the entire PRC concession and leasing operation, including Playland and the County Center. The incumbent directs the operations of all concessions, including negotiating rents and fees, monitoring concession operations, and maintaining quality control in all parks, golf courses, County Center, Playland, and parkways. The incumbent is responsible for a wide range of activities involving concessionaires and for a large number of concessions at restaurants, gasoline service stations and other facilities. Supervision is exercised over the work of a few clerical employees and indirectly over field personnel related to concession functions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts preliminary research, studies the potential of concession functions and evaluates the worth and possibilities to recommend new concessions and modifications;

Develops and organizes PRC concessions for all County parks, golf courses, parkways, Playland and the County Center;

Prepares bidding and RFP documents and coordinates all bidding procedures and ensuing resolutions for the Board of Acquisition and Contract;

Participates with Playland Park management in the selection, negotiations, and placement of designated amusement park concession operations;

Negotiates license and lease particulars such as fees, duration, and other relevant provisions;

Collects and transmits to Administrative Services all license fees, rents, tax and utility reimbursements for all concession and leasing operations;

Verifies insurance arrangements, pricing practices, and various inventories such as golf cart rental tickets;

Oversees and inspects operations of the various licensed and leased components, including assisting in the promotional and operational aspects of certain functions such as the expanded food service at the County Center;

Maintains continual contact and acts as liaison with appropriate PRC supervisors and the staff of County departments such as Budget, Finance, Law, Risk Management, Health, and the Board of Acquisition and Contract as necessary;

Oversees and is responsible for all procedures for leasing County Park land for private, public, industrial and recreational purposes;

EXAMPLES OF WORK: (Illustrative Only) (Continue.)

Administers and directs the rental of PRC residences, including on-site inspections, record keeping, and the coordination of maintenance and repairs;

Prepares and oversees the budget for repairs and replacements involved with the concession and leasing function.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and methods involved in concession agreements; good knowledge of the procedures and controls required to monitor concession operations; familiarity with the accepted methods for maintenance revenue records concerning rents and concession fees; ability to meet and deal with concessionaires, accountants, attorneys and staff effectively; ability to inspect property occupied by concessionaires to determine required repairs and alterations; initiative; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of progressively responsible business experience, three of which involved negotiations, promotions or development of commercial, governmental or institutional business.

*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.

NOTE: Experience obtained as an intern in public administration may be substituted for an equivalent amount of experience.

SUBSTITUTION: A Master's Degree* may be substituted for one year of the specialized experience.

JOHN CONDON

PROFILE Collaborative, strategic and solutions-oriented government administrator at dynamic nationally accredited county public parks, recreation and conservation department providing top quality parks, recreation and conservation experiences to the most populous county north of New York City. Provided administrative and business support to Commissioner and Department, property management and contract compliance.

EXPERIENCE **COUNTY OF WESTCHESTER, DEPARTMENT OF PARKS, RECREATION AND CONSERVATION**
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1991 -Present

Administered and Directed Leasing and Licensing for revenue producing facilities in the Westchester County Park System including catering, restaurants, retail golf businesses and golf professionals, golf driving ranges, equestrian stables, snack bars at pools and beaches and canoe and kayak rentals and managed county-owned residences in parks. Prepared and administered Requests For Proposals, negotiated specific provisions in contracts, drafted legislation, wrote resolutions, collected revenue and monitored compliance.

ACHIEVEMENTS HIGHLIGHTS

Contract Review and Negotiation. Reviewed and negotiated business agreements, including food and beverage concessions, kayak and canoe rentals, commuter parking lots and intermunicipal agreements.

Marketed County Parks Opportunities and Developed Agreements. Prepared Requests For Proposals for various county parks properties resulting including initiating agreements where there have not been concessions previously or in decades, worked with county attorneys to develop contracts and have them executed.

Provided Leadership and Expertise on all aspects of concessions, shared expertise with other local governments, researched new opportunities, improved current systems, trained and oversaw the work of staff and identified safety and maintenance issues on county property.

Property Management for more than 30 county owned residences occupied by department employees including coordinating inspections to insure compliance with agreement, contracting for review of market analysis of properties, collection of rent via payroll deduction and notifying maintenance staff of required repairs.

Emergency Management. From 2015 – 2020 was department liaison with Westchester County Department of Emergency Services. Represented department during Federal monitored Indian Point drills and coordinated department staffing at drills, reported to the Emergency Operations Center when activated and updated and maintained department manuals for emergency procedures.

EDUCATION

MASTER OF ARTS IN PUBLIC AFFAIRS

FORDHAM UNIVERISTY, BRONX, NEW YORK

Public Service Fellowship

BACHELOR OF SCIENCE IN CRIMINAL JUSTICE, MINOR IN BUSINESS

MERCY COLLEGE, DOBBS FERRY, NEW YORK

Graduated Magna Cum Laud

Full Year Academic Scholarship

CERTIFICATE IN APPLIED ART

WESTCHESTER COMMUNITY COLLEGE, VALHALLA, NEW YORK

SKILLS & INTERESTS

Painting • Photography • Archery • History • Reading • Hiking •Spanish