

PROGRAM ADMINISTRATOR (PARK MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, and in accordance with the goals, policies and objectives of the department, an incumbent is responsible for assisting in the management, administration and coordination of park programming and operations for the Department of Parks, Recreation and Conservation. As part of the department's management team, responsibilities involve participating in managing departmental programs and operations, providing program support to managers by coordinating programs and operations between divisions as needed, and working with managers throughout the department in developing program and operating budgets. Work also includes evaluating park programming and operations and providing analyses and recommendations on same to assist in establishing and implementing department-wide policies and procedures for a safe, cost effective and efficiently run department. Close working relationships are maintained with other supervisors and administrators of the department to ensure program objectives are achieved. Supervision is exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in PRC department management, including program, policy and procedure development and implementation;

Through subordinate supervisors, administratively oversees and monitors day to day operational functions and prepares studies and reports on operational issues;

Conducts analyses of existing and proposed programs and services, recommending modifications to improve program performance;

Develops, implements and administers a variety of PRC studies and programs designed to augment and enhance the services provided by the Department;

May assist with operations including the collection of revenue, issuance of permits, insuring that departmental procedures are adhered to, and related duties;

Participates in the preparation of the capital, operating, non-recurring and equipment budgets;

Participates in the administering Water Safety Programs, including the recruitment of lifeguards, administrative support and ongoing training coordination, through superintendents of the individual parks;

Oversees and reviews the acquisition of equipment and supplies;

Participates in the promotion and marketing of PRC programs and facilities;

Prepares and administers user assessments and surveys, participates in compiling and evaluating the results;

Develops training material for seasonal workers regarding PRC and County procedures and conducts training, as needed;

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

Participates in the recruitment and selection of staff to meet operational objectives;

Develops realistic project schedules and monitors progress to completion;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of program administration and management; good knowledge of the types of activities and facilities found in public park, recreation and conservation areas; ability to carry out complex oral and written instructions; ability to plan, lay out and supervise the work of others; ability to deal effectively with a wide variety of personnel and problems in achieving operational and administrative goals; 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; tact; courtesy; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) eight years of public administrative experience, two of which must have been in a department of parks and recreation; or (b) eight years of experience in parks, recreation or conservation facility operations, two of which must have been at a supervisory level; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above stated general experience. Satisfactory completion of 30 credits* towards a Master's Degree* in Parks, Recreation, Conservation, Forestry or Horticulture or substantially related field may be substituted for one year of the specialized 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.

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

PARK SUPERINTENDENT III

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of appropriate PRC personnel management, this position supervises the 12-month operation and maintenance of one of the County's busiest parks, Tibbetts Brook, Glen Island, Croton Point or the Bronx River Parkway Reservation. This is the highest of the three grades of Park Superintendent and is distinguished from the Park Superintendent I and II by the size of the budget and the number park patrons. This being the highest level of the series, there is considerable leeway for the exercise of independent judgment within the framework of major departmental policies. Supervision is exercised over a large number of full-time and seasonal park and parkway maintenance personnel. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the year-round operation and maintenance of parks and park facilities, including automotive equipment, pools, beaches, playgrounds, etc., to ensure that they are safe, clean and appropriately maintained for public enjoyment, in accordance with park policies;

Assigns, supervises, monitors and may participate in the work of maintaining and operating the parks, including automotive equipment, pool filtration systems, etc. to ensure a safe, healthy environment;

Supervises the performance of work to ensure that standards are met in safety, efficiency and environmental protection;

Inspects facilities regularly to determine maintenance needs;

Supervises the collection, recording and deposit of monies and monitors issuance of various tickets, passes, permits, etc. to ensure accuracy and compliance with departmental policy and accepted accounting practices;

Prepares various budgets, including Non-Recurring Capital, Operating and Equipment, in accordance with department guidelines to maintain smooth, efficient operation;

Requisitions supplies and equipment and monitors spending to ensure that it remains within budgeted limits;

Recruits, trains, directs, and evaluates seasonal and full-time staff to improve compliance with productivity, safety and compliance protocols and procedures, and to increase the efficiency of operations;

Prepares reports and maintains records to comply with departmental, County and other requirements;

Receives and answers complaints, questions, compliments for the purpose of improving quality of service and enhancing image of department and County;

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

Assists, directs and develops special events sponsored by the County and supervises maintenance and crowd control;

Ensures that safety rules and regulations and conservation standards are adhered to by park patrons and staff according to established policies, laws for the well being of all and the preservation and protection of natural areas;

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.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and equipment associated with park and parkway operations and maintenance; thorough knowledge of swimming pool operations and maintenance; thorough knowledge of the types of facilities found in public park areas; thorough knowledge of the principles and practices of leisure recreation; ability to plan, lay out and supervise the work of others; ability to handle large crowds tactfully and effectively; ability to prepare accurate written reports; ability to maintain cash receipts records; 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 judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Recreation, Park Administration, Forestry, Horticulture or related field and five years of experience where a primary function of the position was in the day-to-day operation and/or maintenance of parks, trails or other types of recreation areas or programs; or (b) possession of a high school or equivalency diploma and nine years of experience as defined in (a).

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* in Recreation, Park Administration, Forestry, Horticulture or a closely related field may be substituted on a year for year basis for up to four years of the required experience. Satisfactory completion of a Master's Degree* in one of the aforementioned fields may be substituted on a year for year basis for up to one additional 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.

SPECIAL REQUIREMENTS: (1) Possess a valid license to operate a motor vehicle in the State of New York and maintain same while in title. (2) Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories. (3) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety. (4) Possession of a certificate as a swimming pool treatment operator if assigned to a park with a swimming pool.

PARK SUPERINTENDENT II

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent is responsible for the 12-month operation and maintenance of one or more park areas frequented by the public in large numbers and which generally provide a variety of facilities. The Park Superintendent ensures that facilities are safe, attractive and maintained in an environmentally sound manner. The position involves the exercise of independent judgment in determining work methods and priorities within the framework of established department policies; however direction is available from departmental managers as needed. The position differs from the Park Superintendent I in the variety of facilities managed and in contact with the public, and from Park Superintendent III by scope and complexity of work, as well as size of park, respective programming and budget size. Supervision is exercised over a large number of full-time and seasonal employees. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the year-round operation and maintenance of parks and park facilities, including automotive equipment, pools, playgrounds etc., to ensure they are safe, clean and appropriately maintained for public enjoyment, in accordance with local codes and departmental policies;

Assigns, supervises, monitors and may participate in the work of maintaining and operating the parks, including automotive equipment, pool filtration systems, etc. to ensure a safe, healthy environment for patrons;

Supervises the work off staff in all park areas to ensure that standards are met in safety, efficiency and environmental protection;

Inspects facilities regularly to determine maintenance needs; makes recommendations on same;

Supervises the collection, recording and deposit of monies and monitors the issuance of various tickets, passes, permits, etc. to ensure accuracy and compliance with departmental policy and accepted accounting practices;

Prepares various budgets, (non-recurring, capital, operating and equipment), in accordance with department guidelines to maintain smooth, efficient operation;

Requisitions supplies and equipment and monitors spending to ensure that it remains within budgeted limits;

Recruits, trains, directs, and evaluates seasonal and full-time staff to improve compliance with productivity, safety and compliance protocols and procedures, and to increase the efficiency of operations;

Prepares reports and maintains records to comply with departmental, County, and other requirements;

Receives and answers complaints, questions, compliments for the purpose of improving quality of service and enhancing image of department and County;

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

Assists, directs and develops special events sponsored by the County and supervises maintenance and crowd control;

Ensures safety rules, regulations, and conservation standards are adhered to by park patrons and staff according to established policies and laws for the well-being of all and the preservation and protection of natural areas;

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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and equipment associated with park and the parkway operations and maintenance; thorough knowledge of swimming pool operations and maintenance; thorough knowledge of the types of facilities found in public park areas; good knowledge of the principles and practices of leisure recreation; good knowledge of automotive equipment maintenance; ability to plan, lay out and supervise the work of others; ability to handle large crowds tactfully and effectively; ability to prepare accurate written reports; ability to maintain cash receipts records; 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 duties of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and eight years of progressively responsible experience in which a primary function of the position was the operation and/or maintenance of parks, trails or other types of recreation areas or programs.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Bachelor's Degree* in Recreation, Park Administration, Forestry, Horticulture or a related field may be substituted on a year for year basis for up to four years of the required experience. Satisfactory completion of a Master's Degree* in one of the aforementioned fields may be substituted on a year for year basis for up to one additional year of the required experience.

SPECIAL REQUIREMENTS: (1) Possess a valid license to operate a motor vehicle in the State of New York and maintain same while in title. (2) Depending on work assignment, may be required to possess New York State Department of Environmental Conservation Pesticide Certification in the appropriate categories. (3) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety. (4) Depending on work assignment, must possess a certificate as a swimming pool treatment operator.

*SPECIAL NOTE: Education beyond the secondary 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.