

## 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;

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.

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.