

DIRECTOR OF CONCESSIONS - PARKS, RECREATION AND CONSERVATION

GENERAL STATEMENT OF DUTIES: Negotiates with, collects all rents and concession fees, and promotes, develops and monitors all operations by concessionaires in parks and golf courses and on parkways; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Parks, Recreation and Conservation, directs the operations of all concessions from the negotiating of rents and fees to the monitoring of concession operations and the maintenance of quality control in all parks, golf courses and on parkways. An incumbent is responsible for a wide range of activities involving concessionaires and for a large number of such concessions at restaurants, gasoline service stations and other activities. Supervision is exercised over the work of a few clerical employees and indirectly over field personnel related to concession functions.

EXAMPLES OF WORK: (Illustrative Only)

Negotiates with prospective operators of restaurants, gasoline stations and other concessions on parkways, park and golf courses;

Negotiates with prospective tenants for the rental of park property;

Reviews rental and concession agreements periodically;

Confers with County Attorney's Office regarding the terms of leases, concession or fee arrangements;

Supervises the collection of, and records all rental revenue and concession fees as received;

Maintains revenue records;

Does promotion and development of new and existing concession operations;

Monitors concession operations and performs quality control maintenance;

Inspects rented property and determines under the directions of the Supervisor of Maintenance required repairs, alterations and maintenance to County standards.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles, practices and methods involved in concession agreements utilized in the Parks, Recreation and Conservation area of government; good knowledge of the procedures and controls required to monitor concession operations and in the maintenance of quality control; familiarity with the accepted method for maintenance revenue records concerning rents and concession fees; ability to meet and deal with concessionaires and their employees effectively; ability to inspect property occupied by concessionaires in order to determine required repairs and alterations; initiative; dependability; good judgment; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (A) graduation from a recognized college or university with a Bachelor's Degree* in Business Administration, Marketing, or allied field and five years of progressively responsible business experience, three of which involved negotiations, promotions or development of commercial, governmental or institutional business; or (B) graduation from a two-year post high school course with a business administration, marketing or allied field major and seven years of progressively responsible business experience, three of which was as indicated in (A); or (C) a satisfactory equivalent combination of training and experience as stated in (A) or (B).

*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.