

DIRECTOR OF PARK PLANNING AND PROPERTY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for overseeing all activities involving property transactions and the performance of related analyses. Work is performed with considerable independence of action. Supervision is not a normal responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Reviews license and easement applications for use of park property for physical impact based upon physical inspection of said property with Landscape Architect and recommends appropriate action on said application;

Prepares resolutions concerning license, and easement approvals for action by appropriate boards, and drafts license or easement agreements;

Performs analyses of proposed plans and projects, preparation of management on objective statements and revisions thereof, conducts surveys on comparable park facilities, use of park facilities by age, race, residence of user, park hours, etc.;

Maintains contact with seller or agent for property involved in proposed land acquisition, performs on-site review of the location, physical characteristics current use, potential use, and potential as a park and recommends appropriate action by higher authority;

Files deeds and maps when land is acquired and enters acquisition in property record;

Reviews proposed planning and zoning actions for property adjacent to parkland by onsite inspections to determine any detrimental effects upon such facility and recommends appropriate action to the Commissioner;

Provides oral or written answers to inquiries from municipalities, public utilities, and the public regarding park properties and facilities;

May prepare applications for federal, state, or private funding for parks property or facilities, for approval of higher authority.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the organization and the facilities provided by the Parks, Recreation and Conservation Department of Westchester County; good knowledge of the principles and practices involved in granting of licenses and easements; good knowledge of factors involved in evaluating a tract of land for proposed uses; ability to conduct surveys and analyze the data obtained; ability to meet and deal with people effectively; ability to communicate effectively with others, both orally and in writing; resourcefulness; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree* in Marketing, Business Administration, Urban Planning, Political Science and four years of experience in marketing, urban planning, economic planning/development, facility or property management or real estate (possession of sales or brokers license); (b) a Master's Degree* in Public Administration, Business Administration, Marketing or Planning and three years of experience as defined in (a); or (c) A satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) to (c).

*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.

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