

DIRECTOR OF PROGRAM DEVELOPMENT II (PARKS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position directs and supervises staff engaged in the delivery of recreation services, park operations and maintenance. As part of the department's executive management team, the incumbent plans, designs, and evaluates programs, services and operations of major park facilities and related equipment to ensure optimal utilization of resources. This position also plans, develops, assesses and revises a wide array of park programs and services to ensure response to public interests, requests and concerns. The incumbent is also responsible for the management of the Aquatic Safety program at all County pools and beaches involving lifeguard officers and staff; approving all safety plans, and ensuring that all staff is current on all necessary safety certifications related to their jobs. This function also includes enforcing departmental procedures regarding waterfronts and with health codes relating to aquatics. Considerable technical skill and independent judgment must be exercised within the parameters of departmental policies and protocol. Supervision is exercised over a large number of professional, supervisory, technical and labor personnel. In addition, substantive contact is maintained with a wide range and variety of contacts, including vendors and the general public. Incumbents may be required to provide weekend, evening and holiday coverage as scheduled. Supervision is exercised over a large number of subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, plans, coordinates and integrates the year-round operations, program development and maintenance of all park facilities through subordinate supervisory staff, while insuring adherence to established policies and procedures;

Evaluates and monitors park programs and recreation services and operations regularly in terms of their responsiveness to public needs and to maximize the effective utilization of available resources, park property, facilities and equipment;

Represents the department with community groups for the purpose of explaining available services, programs and facilities; conducts research and conducts surveys to ascertain public interest;

Meets with administrative and operational on the implementation and integration of new and revised programs and procedures with ongoing operations;

Assists in the recruitment, training and evaluation of park personnel;

Participates in the preparation and execution of the park facilities budget;

Supervises the development and execution of work programs and maintenance plans, in parks including recommendations concerning non-recurring repairs and replacements and capital projects;

Inspects concession services to insure that operations are in accordance with provisions of the contract agreement;

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

Supervises the aquatic program and staff in the management of the water safety program, including the recruitment, training, and supervision of lifeguard personnel;

Reviews and approves all requisitions submitted by park superintendents for materials and supplies;

Confers with planning and engineering staff offering practical advice on rehabilitation and construction projects from the standpoint of good operational procedures and maintenance;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the techniques of modern park management; thorough knowledge of maintenance practices and procedures; thorough knowledge of swimming pool and beach operations, maintenance and waterfront safety; thorough knowledge of the principles and practices of leisure recreation; good knowledge of the types of activities and facilities found in public park areas; good knowledge of concession service practices; good knowledge of park rules and regulations; good knowledge of maintenance equipment, care and repair; ability to plan and supervise the work of others; ability to handle large crowds tactfully and effectively; ability to prepare reports on park operations and maintenance activities; ability to communicate clearly and effectively; 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 judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Recreation, Park Administration, Forestry or Horticulture and six years of experience in which the primary function of the position was managing the operation and maintenance of parks or other types of recreation facilities, four years of which must have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operator's License at time of appointment.

SUBSTITUTION: A Master's Degree* in Park Management, Recreation Administration, Forestry or Horticulture may be substituted on a year for year basis for the general experience. Candidates must possess the supervisory 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.