

DISTRICT PARK DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Deputy Commissioner - PRC, working with considerable independence, a District Park Director directs and supervises various classes of park superintendents engaged in park operations and maintenance. This class is actively engaged in the development, assessment and revisions of park programs to insure responsiveness to public interests. It is involved in the planning, evaluation, design and installation of park facilities and equipment to meet these needs, and is also involved in the maintenance of park property, facilities and equipment. Supervision is exercised over a number of park supervisory personnel. The work of the District Park Director involves a wide range and variety of contacts, including vendors, the general public, etc. 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 and accomplishes this through subordinate supervisory positions, specifically Park Superintendents I, II and III, while insuring adherence to established policies and procedures;

Evaluates and monitors park programs and operations on a regular basis, in terms of their responsiveness to public needs and their capacity to maximize the effective utilization of available park property, facilities and equipment;

Represents the department with community groups for the purpose of explaining available programs and facilities, and conducts research and surveys to ascertain public interest and discusses with administrative and operational staff ways to implement and integrate 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;

Supervises the aquatic program and staff in the supervision 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;

EXAMPLES OF WORK (continued):

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

REQUIRED KNOWLEDGE, 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 operation and maintenance; 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; 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 the operation and maintenance of parks or other type recreation area or program, four 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.

*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.

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