

PROGRAM COORDINATOR (PLANNING-PRC)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Park Facilities, the incumbent of the class coordinates planning and capital programs for the Department of Parks, Recreation and Conservation. The incumbent is responsible for planning, coordinating and reviewing, on an on-going basis the parks and recreation capital program. The incumbent promotes the orderly growth, development, repair and rehabilitation of the park facilities to maintain and improve the quality of the physical environment in the Westchester County park system. The incumbent is responsible for formulating organizational goals and objectives consistent with strategic plans and for developing an organized and efficient approach to capital planning. Responsibilities also include preparation and updating of capital project request forms. Performs related duties as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts in-depth analysis of department capital development programs;

Assists in the preparation of long and short term planning strategies regarding the orderly growth and development of the park system;

Researches and formulates recommendations concerning other capital funding sources, such as grants programs with other state and federal agencies as they would pertain to the County park system;

Evaluates departmental objectives and planned and existing improvements programs while assisting in the preparation of the parks capital programs;

Assists the Director of Park Facilities in the preparation of the departmental 5-year capital budget, working on particular projects as directed;

Maintains records and files on all capital projects and programs in an organized manner;

Prepares capital status reports and assists in the preparation of the capital request forms and presentation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices and techniques used in the formulation and conduct of planning and design studies; thorough knowledge of effective practices and methods used in capital planning and the development of goals and objectives; good knowledge of the general principles and techniques involved in park and recreation planning; good knowledge of the procedures involved in program organization; ability to work effectively with public officials; ability to communicate effectively, both orally and in writing; resourcefulness; tact; good judgment; initiative; physical condition commensurate with the demands of the public.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years experience in research and planning activities, of which three years must have been in an administrative capacity.

*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.