

## TECHNICAL SPECIALIST (PRC FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent participates in many aspects of park planning and park property and facility management. Duties additionally involve participation in the development of the capital budget for the department and concession planning and administration. Supervision may be exercised over subordinate employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Participates in reviewing and processing land acquisition proposals, license agreements, environmental impact statements, and referrals related to land use;

Participates in negotiations of the easements, license agreement, rights-of-way and other interests in real property for the Department of Parks, Recreation and Conservation;

Conducts research, historical searches, prepares comparability data, relates it to current conditions and recommends for the renewal of utility easements, license agreements and other property;

Conducts research, studying the potential of concession functions recommending new concessions and modifications;

Investigates property encroachments on Department property and seeks remediation from those in violation;

Prepares and monitors inter-municipal property agreements for the Department of Parks, Recreation and Conservation;

Prepares easements, rights-of-way and other related agreements for approval by superiors;

Prepares and continually updates list of non recurring projects to be performed at all Department facilities;

Prepares and updates the status tracking report of the park and golf course capital projects;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the uses of park or recreation area facility; good knowledge of real estate terminology; good knowledge of the principles of public administration; working knowledge of standard contract, easement, right of way and other common real property instruments; ability to make site studies related to park installations and facilities; ability to speak and write effectively; ability to deal effectively with county personnel and the public; ability to

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

successfully negotiate simple real property agreements; sound judgment; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and six years of experience where the primary function of the position was in park, facility or public administration.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to four years of the above stated experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.