

COMMISSIONER - DEPARTMENT OF COMMUNITY RESOURCES(Town of Greenburgh)

**GENERAL STATEMENT OF DUTIES:** Has responsibility for planning, promoting and administering a comprehensive community center program in accordance with Town policies; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is broad administrative and professional work in directing all activities of the Department of Community Resources (commonly known as the Fairview-Greenburgh Community Center) Center. Under the general direction of the Town Supervisor and the Town Board, functions as the chief administrator in charge of community human services that include recreational, cultural, social and referral services. These duties require the exercising of independent judgement in accomplishing program objectives and interpreting and evaluating the needs and interests of Town of Greenburgh residents. The Commissioner is responsible for determining major department policies, for planning long term programs and for making difficult administrative decisions. The Commissioner is vested with the authority to appoint and remove department employees. The Commissioner serves as an advisor and ex-officio member and consultant to the Board of Directors of the Fairview-Greenburgh Community Center. Supervision is exercised over the professional, paraprofessional, clerical, and volunteer staff.

**EXAMPLES OF WORK:** (Illustrative Only)

Directs and implements the total administration and operation of the department in accordance with Town policy;

Reviews department structure, policy and procedures periodically and makes recommendations to increase productivity and efficiency;

Prepares immediate and long range plans to meet community needs in areas of educational, social, recreational, and human services;

Selects, promotes and coordinates a diversified program in accordance with community needs and desires;

Evaluates, on a continual basis, the effectiveness of departmental programs and services;

Meets periodically with other public, private, community and human service agencies for the purpose of coordinating programs;

Appoints and removes employees under his/her jurisdiction in accordance with the provisions of the New York State Civil Service law;

EXAMPLES OF WORK (Cont'd)

Works with the Department of Community Development regarding grant programs and State and Federal aid for appropriate programs and facilities;

Develops and maintains standards for personnel productivity through recruitment, selection, in-service training and evaluation, guidance, discipline and the maintaining of good working relationships;

Directs the planning, design, construction, maintenance and use of facilities in cooperation with other appropriate Town departments;

Gives administrative guidance and consultation to agencies within the Town in the development and implementation of programs to meet the needs of a diverse population;

Arranges for the use of other public and private facilities where appropriate;

Prepares, presents, defends and is accountable for the annual departmental budget;

Promotes an active public-relations program by working with Town staff, the media and community groups to interpret the program to the public;

Supervises and maintains the keeping of records and reports in accordance with Town policy;

Issues an annual report;

Keeps current with new developments and methodology in the field, and, where appropriate, sponsors research to contribute to knowledge in the field;

Supervises a large staff of professional, paraprofessional, and clerical workers.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough understanding of administration and management of community based recreational and cultural facilities; thorough knowledge of the theory, philosophy and professional practice of leisure activities, educational, community and human services management; ability to interpret said philosophy of recreational and human services to others; ability to assess and understand the problems of the community; ability to develop and administer services/programs to meet specific community needs; administrative skills in the development and management of a comprehensive community based human service program, including: operational areas (parks, pools, grounds) and maintenance of facilities; ability to understand the function, design and maintenance of park and recreation areas and facilities; ability to communicate clearly to others both orally and in writing; ability to lay-out, plan and supervise the work of others; strong administrative and personnel skills; initiative, resourcefulness, imagination, tact, ability to get along will with others; physical condition commensurate with the duties of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's degree and six (6) years of progressively responsible experience in the field of community based recreation and social programming; or (b) a Master's degree and four (4) years of experience as noted in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.