

DEPUTY COMMISSIONER - DEPARTMENT OF COMMUNITY RESOURCES
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Assists in the administration, evaluation and promotion of a Community Center's programs and activities; does related duties as assigned.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Community Resources, an incumbent of this position is responsible for the management of the Theodore D. Young Community Center facility, programs and services. Provides supervision of programs, facilities management, aquatic facilities, business office, and transportation services. The Deputy Commissioner acts for and in behalf of the Commissioner as his/her representative in areas of work assigned. Supervision is exercised over subordinate personnel, including professional, paraprofessional and clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and on behalf of the Commissioner - Department of Community Resources in all respects;

Provides administrative supervision of community center staff and services;

Assists in the administration, evaluation and promotion of the Community Center's programs and activities;

Directs implementation, management and promotion of a comprehensive program of services inclusive of recreation, education and social activities to meet specific community needs i.e. youth, adults, senior citizens;

Assists in the preparation/monitoring of the annual budget;

Supervises the control of contractual and personnel expenditures and internal financial controls for intake of funds and deposit to Town Comptroller;

Oversees preparation of account analysis, monthly reconciliation, cash receipt and statistical reports and management of open receivable accounts and petty cash;

Oversees procurement of goods and services;

Prepares bid and specification contracts, services, equipment and supplies for use by department; makes recommendation to Commissioner for bid awards and contracts;

Provides supervision over Business Office, Facilities Management, Transportation Department, Summer Programs and Aquatic Services; staff includes professional, paraprofessional and clerical personnel.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of administration and management of community based recreational and cultural facility; good knowledge of the theory, philosophy and professional practice of leisure activities, educational, community and human services management; good knowledge of the methods and procedures involved in budget preparation and administration of personnel practices; ability to supervise, train and evaluate subordinate personnel; ability to develop and administer services/programs to meet specific community needs; ability to develop and manage a comprehensive community-based human service program; ability to understand the function, design and maintenance of a center's facility; ability to communicate with others both orally and in writing; ability to establish and maintain effective working relationships with town officials, administrators, employees and the public; initiative; tact, resourcefulness; physical condition commensurate with the duties of the position.

SUGGESTED ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's degree and four (4) years of progressively responsible experience in the field of community-based recreation and social programming; or (b) a Master's degree and two (2) years of experience as noted in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Town of Greenburgh
Exempt
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Job Class Code: 0298