

DEPUTY COMMISSIONER OF PARKS AND RECREATION
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Assists with the administration, planning and promoting of the Town Parks and Recreation programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Parks and Recreation, is responsible for the administrative planning, organization and supervision of community recreation programs, park facilities, and maintenance. The Deputy Commissioner of Parks and Recreation acts for the Commissioner in his/her absence and represents him/her in areas of work as assigned. Supervision is exercised over subordinate personnel, including professional, para-professional and clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Represents the Commissioner of Parks and Recreation in his/her absence;

Assists in the administration and operation of the department in accordance with Town policy;

Directs and plans the development, implementation, management and promotion of a comprehensive program of parks and recreation services, as assigned;

Assists the Commissioner in plans for ways and means to develop, finance and provide for the diversified and comprehensive departmental programs;

Monitors and evaluates the appropriateness of departmental programs and services;

Makes recommendations effecting the formulation of policy and procedure, and the addition, deletion or revision of activities, programs and services;

Supervises and directs the construction, design, maintenance and repair of recreation areas, facilities and equipment, working cooperatively with other town departments;

Assists in the recruitment, selection and training of personnel;

Represents department at conferences and meetings;

Prepares (portions of) the budget and supporting materials, financial reports and program analysis reports;

Analyzes and interprets operating policies and procedures;

EXAMPLES OF WORK: (Illustrative Only)

Provides ideas, plans, solutions to resolve department problems pertaining to overall department operations (i.e: administration, budget, personnel, program development);

Works cooperatively with other public and private recreation and service agencies to avoid program duplicity;

Supervises a staff of professional, paraprofessional and clerical personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory, philosophy and professional practice of Parks and Recreation and the ability to interpret this philosophy to others; thorough knowledge of acquiring, equipping and planning for recreational areas and facilities; ability to understand and address community needs and problems in relation to parks and recreation services; ability to develop, organize and maintain a comprehensive parks and recreation program on a municipal level; ability to effectively communicate, both orally and in writing; administrative skill in the organization, development and maintenance of municipal park and recreation services involving the operations of areas and facilities and recruitment, training and supervision of subordinate staff; ability to meet and deal effectively with the public, town officials, department personnel; initiative; resourcefulness; sound professional judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelor's Degree in Recreation, Parks Administration, Physical Education or Education and either (a) Master's Degree in Recreation, Parks Administration, Physical Education or Education and two years of experience in the conduct of recreation and/or park activities and/or youth services, including or supplemented by one year of supervisory experience; or (b) four years of experience in the conduct of recreation and/or park activities and/or youth services, including or supplemented by one year of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.