

DIRECTOR OF HUMAN SERVICES

GENERAL STATEMENT OF DUTIES: Directs and administers the Human Services functions and operations of the City of Peekskill; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the City Manager, an incumbent of this position is responsible for the overall administration and direction of the City's Recreation Services, Youth Services, Marina, Senior Citizen programs, and Special Events. The incumbent acts as a liaison between the City and the Peekskill Library and the Paramount Center for the Arts. In conjunction with the Director of Public Works, the Director of Human Services administers and oversees the maintenance, control and management of all city owned parks. The incumbent is primarily responsible for the planning, development and implementation of long range goals and administrative procedures; the coordination of related activities between the various services/departments; the preparation and presentation of the departmental budgets; and the coordination of programming at the Paramount Center for the Performing Arts. (The Paramount Theater is a city owned building which is leased to a not-for-profit agency which is responsible for theater operations and providing an established number of programs sponsored by or for the Department.) The Director of Human Services exercises considerable latitude for initiative, independent action and in supervision of all full and part time personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans, develops and implements administrative procedures with the various segments under his/her authority;

Plans, initiates and oversees the long range goals of the various program segments (i.e. capital expenditures, construction projects, facilities/equipment repair);

Coordinates related activities between various program segments (i.e. special events, recreation programs at Paramount Theater);

Prepares and presents the Department's budget to the City Council and monitors same upon adoption by the Council;

Reports to the City Manager and City Council, both orally and in writing, relating to matters within the Department;

Makes presentations before various public and community groups regarding matters relative to aspects of the Department's operations;

EXAMPLES OF WORK: (Illustrative Only) (continued)

Prepares applications from various funding sources (County, State, Federal) to secure grant monies for division programs or operations;

Reviews and discusses personnel matters with segment heads and makes promotional, incremental or hiring/firing recommendations to Council.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory and practices of modern recreation and leisure activities; thorough knowledge of the organization and conduct of recreation activities; good knowledge of the methods and procedures involved in budget preparation and administration of personnel practices, interviewing and employment procedures; good knowledge of planning, requiring and equipping recreation facilities and areas; ability to supervise, train and evaluate subordinate personnel; ability to develop data in the preparation of budgets and other reports or grant applications; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with city officials, administrators, other employees and the general public, including persons of various social and economic backgrounds; ability to evaluate program effectiveness and assess needs; thoroughness and dependability, courtesy, tact, good judgement, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with either a Bachelor's Degree in Recreation and/or Parks, Physical Education, Leisure Studies or closely related field, or a Master's Degree in Recreation and/or Parks and either (a) for applicants possessing only the required Bachelor's Degree, four (4) years of paid experience in the conduct of recreation and/or parks activities or services, including or supplemented by two (2) years of supervisory experience; or (b) for applicants possessing the required Master's Degree, three (3) years of paid experience in the conduct of recreation and/or park activities or services, including or supplemented by two (2) years of supervisory experience; or (c) a satisfactory combination of the foregoing training and experience.