

Deputy Commissioner of Parks, Recreation and Conservation

\$150,870 - \$197,780

Westchester County Parks is actively seeking a **Deputy Commissioner**. Under the general direction of the Commissioner of Parks, Recreation and Conservation, an incumbent is responsible for the administrative planning, organization and supervision of a major segment of the Department of Parks, Recreation and Conservation. Consistent with the provisions of the Westchester County Charter, this position is authorized to act generally for and on behalf of the Commissioner. In the absence of the Commissioner and the First Deputy Commissioner, the Deputy Commissioner assumes full departmental responsibility. Supervision is exercised over a large number of professional and clerical staff. Does related work as required.

Examples of Work Include but Not Limited To:

Acts for the Commissioner and First Deputy Commissioner, in their absence and represents them in an official capacity, as required, on all departmental matters and at local, state, and professional meetings;

Administers two or more major segments of the Department's program, as assigned by the Commissioner;

Supervises a major segment of the Department of Parks, Recreation and Conservation, administering and directing, through subordinate supervisors, daily park management and operations throughout the County;

Oversees a multimillion-dollar budget for a major segment of the department, coordinating and managing departmental revenues, and expenditures for requisitions, operations, and staffing;

Plans and directs the development, promotion, implementation and management of a board program of Parks, Recreation and Conservation, as assigned;

Coordinates and assists with the recruitment, placement, and training of personnel;

Prepares and reviews the departmental budget, supportive documentation program objectives and financial records;

Formulates policy and program outlines for the operation of the division (to which assigned);

Expedites solutions to operational problems arising out of budget execution, personnel, administration, purchasing, etc.;

Assists in the promotion and development of a diversified program of Parks, Recreation and Conservation; Advises subordinates in the interpretation and application of operating policies in disposing of routine problems;

Develops operating policies to guide subordinates in day-to-day operations;

Serves as a general assistant to the Commissioner and the First Deputy in all matters where such aid may be required;

Requirements: Either (a) A Bachelor's Degree* in Recreation, Forestry, Park Administration, or a closely related field AND a minimum of ten years of full-time paid experience in recreation, conservation, camp or park administration in a position of major responsibility; or (b) a Bachelor's Degree* in Business or Public Administration, Finance or related field and a minimum of ten years' experience in management or administration in a position of major responsibility; or (c) a satisfactory combination of training and experience.

Substitution: 30 credits toward a Master's Degree* in one of the above-mentioned fields may be substituted for each year of the required 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.

COME JOIN OUR GROWING TEAM!

Besides a competitive salary, our generous compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and retirement plan.

Please submit a Cover letter along with your Resume to jobs@westchestercountyny.gov

Important: In The Subject Line of your email, please include **“Deputy Commissioner of Parks, Recreation and Conservation”**

Westchester County is an Equal Opportunity Employer

About Westchester County

Westchester County, located in the heart of the historic Hudson Valley, covers 500 square miles and has a population of just over 1 million. Originally home to Native Americans of the Lenape tribe, it is now a rich mix of diverse cultures and landscapes. The County is a blend of bustling cities, quaint villages, and picturesque towns, as well as open spaces and a network of beautiful parks. Westchester is made up of six cities, 19 towns, and 20 villages. The County is known for its top-notch public schools and high quality of life. It is also an intellectual capital, boasting a highly educated workforce, competitive colleges and universities, Fortune 500 companies, world-changing nonprofits, and cutting-edge research centers. Westchester is led by County Executive Kenneth W. Jenkins, who took office in January 2025 as the tenth County Executive. Focusing on innovation, Jenkins is leveraging technology and fostering business growth to position Westchester as a dynamic and inclusive destination where everyone can thrive. Learn more about Westchester County by visiting <https://www.westchestercountyny.gov/>

For more information about our Nationally Accredited Parks, please visit [Westchester County Parks](#)