

DIRECTOR OF DIVISION (FIRST DEPUTY COMMISSIONER OF PARKS,
RECREATION AND CONSERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Parks, Recreation and Conservation, the incumbent of this class acts generally for and in place of the Commissioner, consistent with the provisions of New York State Civil Service Law and the Westchester County Charter, by sharing fully in the administration, planning, organization and operational activities of the Department, advising and consulting on the goals, plans and policies of the Department. Responsibilities include extensive contact with public, private and community agencies and the public regarding issues related to Parks, Recreation and Conservation. In the absence of the Commissioner, this position serves as Acting Commissioner with responsibility for supervision of the entire department. Supervision is exercised over a large number of personnel including subordinate Deputy Commissioners as well as managerial, professional, support and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for and in place of the Commissioner at the request of the Commissioner or in the Commissioner's absence with full authority to commit the department;

Advises and assists the Commissioner in the formulation of policies, plans and programs;

Oversees the subordinate directors of departmental administrative and operational functions;

Evaluates all phases of Park, Recreation and Conservation programs and services and directs the implementation of corrective action when necessary;

Represents the Commissioner in the Department's relations with the various governmental, community and private agencies, and with the public;

Administers large segments of the Department's programming, as assigned by the Commissioner;

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

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

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

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

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern management principles and practices; thorough knowledge of governmental financial administration and control; thorough knowledge of the theory and philosophy of the Parks, Recreation and Conservation Department and ability to interpret this philosophy to others; thorough knowledge of the problems of a community with respect to recreation, and the ability to formulate and administer recreation programs to meet community needs; thorough knowledge of the varied Parks, Recreation and Conservation activities which make up a community recreation and conservation program and technical ability to achieve their optimum use; good knowledge of federal, state and local laws, rules, regulations and policies applicable to the operation of the department; administrative skill in the organization, development, and maintenance of a comprehensive community recreation program involving the operation of areas and facilities and the recruitment, selection, training and supervision of a leadership staff; skill in establishing cooperative relationships with public, voluntary, and private organizations, and the general public; ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, calendar, and database software; ability in communication, including public speaking and the writing of reports, manuals, directions and related materials; capacity for investigation, analysis, planning, decision-making and implementation of policy, initiative, persistence and ability to inspire the best efforts of others; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree* in Recreation, Forestry, Park Administration, or a closely related field AND a minimum of twelve 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 twelve 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.