

COMMISSIONER OF PARKS AND RECREATION  
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Has responsibility for planning, promoting and administering a comprehensive park and recreation program in accordance with Town policies; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Supervisor and the Town Board, functions as the chief administrator in charge of parks and recreation. These duties require the exercising of evaluating the leisure needs and desires of Town of Greenburgh residents. The Commissioner serves as an advisor and ex-officio member and consultant to the Parks and Recreation Board, the Board of Directors of the Greenburgh Nature Center and the Board of Directors of the Fairview-Greenburgh Community Center. Supervision is exercised over a large professional paraprofessional and clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Directs and implements the total administration and operation of the department in accordance with Town policy;

Appoints Deputy Commissioner;

Reviews department structure, policy and procedures periodically and makes recommendations to increase productivity and efficiency;

Prepares immediate and long-range plans to meet community needs in parks and recreation services;

Selects, promotes and coordinates a diversified recreation program in accordance with community needs and desires;

Evaluates, on a continual basis, the effectiveness of departmental programs and services;

Works with the Department of Town Comptroller regarding grant programs and State and Federal aid for appropriate programs and facilities;

Meets periodically with other public and private recreation and youth-related agencies for the purpose of coordinating programs and to avoid duplication and competition in the provision of recreation programs, facilities and services;

Appoints and removes employees under his jurisdiction in accordance with the provisions of the New York State Civil Service Law;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Develops and maintains standards for personnel productivity through a program of recruitment, selection, in-service training, scheduling evaluation, guidance, discipline and the maintaining of good working relationships;

Directs the acquisition, planning, design, construction, maintenance and use of recreation areas and facilities in cooperation with other appropriate Town departments;

Gives administrative guidance and consultation to agencies within the Town in the development and implementation of programs to meet the needs of youth;

Arranges for the recreational use of other public and private facilities where appropriate;

Prepares, presents, defends and is accountable for the annual departmental budget;

Promotes an active public-relations program by working with Town staff, the media and community groups to interpret the program to the public;

Supervises and maintains the keeping of records and reports in accordance with Town policy;

Issues an annual report;

Keeps current with new developments and methodology in the field, and, where appropriate, sponsors research to contribute to knowledge in the field;

Supervises professional, paraprofessional and clerical staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory, philosophy and professional practice of parks and recreation services; ability to interpret the philosophy of parks and recreation services to others; ability to understand the problems of the community and/or administer parks and recreation programs to meet specific community needs; administrative skill in the development and maintenance of a comprehensive community recreation program, including the operation of areas and facilities and the recruitment, selection, training, and supervision of personnel; ability to understand the function, design and maintenance of park and recreation areas and facilities; ability to communicate clearly to others both orally and in writing; ability to lay-out, plan and supervise the work of others; initiative; resourcefulness; imagination; tact; ability to get along well with others; physical condition commensurate with the duties of position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized college or university with a Bachelors degree in Recreation and/or Parks, Physical Education or Education and either (a) a Masters Degree in Recreation and/or Parks and five (5) years of paid experience in the conduct of recreation and/or park activities and youth services, three (3) years of which must have been in an administrative capacity; or (b) a satisfactory equivalent combination of the foregoing training and experience.