

## **DIRECTOR OF PARKS, RECREATION AND YOUTH SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent acts as the Executive Director of the Youth Bureau, providing technical assistance with grant preparation, program planning and contract management, to community service providers and contractors. The position is responsible for planning, preparing, implementing and evaluating a comprehensive program of recreation, environmental education, and park maintenance for Broome County parks, as well as providing affordable and accessible youth services and meaningful recreation activities for all youth. Supervision is exercised over this position by the Commissioner of Public Works, Parks, Recreation and Youth Services; administration of Youth Bureau activities is performed within the policies established by the County Executive and the Youth Bureau Advisory Board. Wide leeway is allowed for the exercise of independent judgment in carrying out the day-to-day activities of the division. Supervision is exercised over the work of division personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, coordinates and directs the activities and operation of parks, recreation, youth and environmental education programs;

Prepares a state-mandated comprehensive plan for youth services and supports appropriate programs and services related to these needs;

Promotes division programs and services and provides technical assistance to local municipalities; participates in community and organizational planning meetings;

Promotes the reduction of service duplication and an increase of interagency planning and service coordination;

Evaluates and monitors, through research and studies, the effectiveness of division programs, services and facilities;

Interprets federal, state and local policies and programs as they relate to parks, recreation, youth and the administration of the division;

Establishes and maintains contact with federal, state and local agencies and school districts regarding the unmet or inadequately met needs of youth;

Insures compliance with all relevant laws, labor agreements and program agreements;

Prepares grant proposals to obtain federal and/or state aid and manages grant-in-aid programs;

Secures agreements, contracts, and grants where applicable, to secure and provide needed services;

Recruits, trains, evaluates and disciplines division personnel; maintains staffing required to meet the needs of the division;

Coordinates county parks, recreation, and youth activities, programs and facilities with those of local governments and districts;

Prepares the division budget; monitors revenues, expenditures, goals and objectives;

Manages the procurement of equipment, supplies and services;

Makes recommendations to the Commissioner concerning the long range plans of the division.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern methods, practices and procedures used in public administration;

Good knowledge of the principles and practices of parks and recreation management and administration;

Good knowledge of state laws and regulations pertinent to the division and the ability to interpret the impact of changes;

Good knowledge of program evaluation and contract monitoring procedures;

Good knowledge of research methods and survey techniques;

Working knowledge of modern methods used in maintaining financial and statistical records;

Working knowledge of governmental budget procedures;

Working knowledge of public relations techniques;

Ability to supervise and evaluate the work of others;

Ability to establish and maintain effective working relationships;

Ability to research grant opportunities and write grant proposals and applications;

Ability to present ideas effectively, both orally and in writing;

Ability to plan and conduct meetings;

Ability to make public presentations and provide informational sessions regarding youth, park, and recreation programs and services;

Initiative.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a New York State registered or regionally accredited four-year college with a bachelor's degree and

three years of experience in human services program administration, or parks and recreation project administration, two years of which must have been in an administrative or supervisory role; or

- B) Graduation from a New York State registered or regionally accredited two-year college with 60 credit hours and five years' experience in human services program administration, or parks and recreation project administration, two years of which must have been in an administrative or supervisory role; or
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

**NOTE:** Education beyond the bachelor's degree in parks and/or recreation administration, business administration, education or closely related field may be substituted for non-supervisory experience on a year for year basis.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

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