

## COMMISSIONER OF PARKS AND RECREATION

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning and implementing a comprehensive parks and leisure facilities program suitable to the needs and best interests of the County. Administrative activity focuses on coordination of other community resources for the most economical and efficient implementation of services. Administrative direction is received from the County Executive. Supervision is exercised over all department personnel. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Administers the work of the Department of Parks and Recreation in accordance with the policies established by the County Executive and County Legislature;

Promotes the organization and administration of park operations and recreation activities to insure maximum efficiency;

Recruits, selects, assigns and trains department personnel;

Develops and maintains good working relationships;

Plans for the acquisition, design and construction of park and recreation facilities as authorized;

Prepares, directs, controls and accounts for the fiscal operations of the departmental program;

Evaluates the effectiveness of the Department's programs and services through research and studies;

Represents the Department at meetings involving other departments, community organizations and professional parks and recreation organizations;

Organizes and promotes a public relations program;

Prepares annual report, yearly budget (capital and operating), annual revenue projections and makes such other reports at such times as may be required by the County Legislature, County Executive or applicable law;

Develops and implements department policy, philosophy, goals, objectives and programs.

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

Thorough knowledge of park and recreation administration theory, principles and practices;

Thorough knowledge of community organization, public administration and management techniques;

Ability to organize, develop and maintain a comprehensive park and recreation program under conditions where precedent is unavailable;

Ability to communicate and cooperate with other organizations and the public;

Ability to communicate effectively both orally and in writing;

Ability to work with individuals and organizations at all levels within the community;

Ability to direct and control of the design, construction, operation, maintenance and repair of all grounds, parking fields, drives, walks, together with all structures, roads, parking areas, equipment and appurtenances relating to parks and recreational facilities;

Initiative;

Dependability;

Physical condition commensurate with the demands of the position.

**SUGGESTED MINIMUM QUALIFICATIONS:\***

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in park and/or recreation administration or a closely related field and five years of administrative parks/recreation experience, three of which included supervisory experience; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in parks and/or recreation administration or a closely related field and six years of administrative parks/recreation experience, three years of which included supervisory experience; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

\*Neither the Broome County Charter nor Administrative Code references minimum qualifications for this position.

R106            2/5/97

Jurisdictional Classification: Unclassified