

DIRECTOR OF PARKS, RECREATION, AND BEAUTIFICATION PROGRAMS

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing diverse duties involving the oversight and management of county operated parks, recreational, and beautification programs. The position entails serving as liaison to other government agencies or entities involved in the operation of park or recreational facilities or in performing beautification or visual enhancement initiatives. The incumbent will oversee and supervise assigned staff. Work is performed under the general direction of the Commissioner of Public Works or his designee.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Evaluates regional needs for recreational facilities and historic preservation;

Makes application for revenue in connection with Parks and Recreation area development;

Prepares site planning studies, statistical analyses, and needs assessments for land acquisition and development;

Assists in the planning and organization of recreational activities in order to secure the maximum use of recreation facilities;

Reviews proposals for federal and state grants and prepares applications for available financial grants and assistance;

Prepares position papers on the administration's policy on the need for, use of, and effectiveness of assistance to meet the public needs;

Coordinates beautification efforts performed by local governments and serves as liaison to other government entities or agencies involved in beautification activities;

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Monitors a number of projects to remove neglected or run-down buildings, remove junk vehicles or other debris, conduct litter pluck or clean-up campaigns, and similar projects;

Coordinates other initiatives to support beautification efforts including participation in meetings and the placement of public service messages;

Attends conferences and meetings which deal with the administration of parks and recreation activities and the interpretation of available resources to meet defined needs;

Prepares displays of promotional materials, signs, and visual aids for interpretive centers;

Participates in site plans and development of County facilities;

Assists with recruiting and directing seasonal staff for historical and recreational facilities operated by the County;

May conduct public relations activities by delivering addresses, issuing press releases and reports of recreational facilities and activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of practices in planning public parks and recreational facilities; good knowledge of beautification methods and initiatives; working knowledge of the managerial functions involved in directing an organizational segment, including such functions as developing objectives, formulating policies, coordinating and budgeting; ability to plan, develop, implement, analyze, evaluate, and improve parks, recreation, and beautification programs; ability to promote, plan, organize, and carry out development of park, recreation and beautification programs; ability to understand and interpret written material; ability to present ideas clearly both orally and in writing in a logical and comprehensible manner; ability to plan and supervise the work of others, including

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such activities as making work assignments, evaluating performance, maintaining work standards, and motivating staff; ability to get along well with others; neatness of appearance; reliability; resourcefulness; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Business Administration, Public Administration, Park and Recreation Planning, Urban Planning, Architecture or a related field, and one (1) year of experience in park and recreation planning, management, or a related field; or
- (B) Graduation from regionally accredited college or university or one accredited by the New York State Board of Regents with an Associate's Degree in Business Administration, Public Administration, Park and Recreation Planning, Urban Planning, Architecture or a related field and three (3) years of experience as described in (A) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.