

## **PARKS DIRECTOR**

Code No. 3-15-078  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for planning, evaluating, and implementing a town park system designed to meet the needs of the community. The Parks Director may lead, supervise, and coordinate a professional and/or non-professional parks personnel staff in areas that may include but are not limited to parks, recreation, open trails, natural resources, environmental projects, and building or landscape maintenance. The employee reports directly to, and works under general supervision of, a higher-level administrator. General supervision is exercised over a first line supervisory staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Administers the operations and activities of the parks system to ensure maximum efficiency;

Assists the Director of Parks and Recreation in long-range planning for park operations and improvement projects;

Plans and directs the maintenance and care of park lands;

Plans, directs, and supervises the development of current and future park lands;

Plans, directs, and supervises the promotion of parks operations and parks development;

Inspects and oversees contracted projects;

Prepares, presents, and monitors the parks budget, making adjustments to stay within budget;

Prepares bid notices for equipment;

Researches grant opportunities and partnerships;

Coordinates community use of parks by groups or organizations, including environmental stewardship programs, athletic teams, and community awareness;

Directs the enforcement of all park policies and safety, and acts as a liaison between the parks division and the community;

Represents the Town to outside agencies and the public in matters pertaining to parks operation and administration.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of parks administration, operation, maintenance, and development; good knowledge of budget preparation and execution; good knowledge of organizational and management principles as related to parks operations; working knowledge of long range plan development, improvement projects, and grant research; ability to promote, plan, and execute parks operations; ability to keep records; ability to communicate effectively both orally and in writing; supervisory ability; ability to direct and enforce park policies, park safety, and procedures; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree in Parks and Recreation Management, Forestry, Horticulture, Turf Management, Golf and Sports Turf Management, Natural Resource Management, or a closely related field, plus two (2) years paid full-time or its part-time equivalent supervisory\* experience in the field of parks management, parks maintenance, parks and recreation, forestry, horticulture, landscape architecture, turf management, buildings and grounds management, or natural resource management; OR,
- (B) Graduation with a Bachelor's degree, plus three (3) years paid full-time or its part-time equivalent

supervisory\* experience described in (A) above; OR,

- (C) Graduation with an Associate's degree in one of the fields mentioned in (A) above, plus four (4) years paid full-time or its part-time equivalent supervisory\* experience described in (A) above; OR,
- (D) Graduation with an Associate's degree, plus five (5) years paid full-time or its part-time equivalent supervisory\* experience described in (A) above; OR,
- (E) Seven (7) years paid full time or its part time equivalent supervisory\*experience described in (A) above; OR,
- (F) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), (D), and (E) above.

\*Supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale, and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

**NOTE:** Your degree 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 was awarded by an educational institution outside 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**Monroe County Civil Service Commission**

ADOPTED: April 18, 1991

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