

## 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 & partnerships;

Coordinates community use of parks by groups/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; good judgment; ability to establish and maintain effective working relationships; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation & Leisure, Natural Resource Management, Forestry, Urban Forestry, Horticulture, Landscape design, Parks & Recreation Management, Political Science, Business Administration, or Public Administration, plus two (2) years paid full-time or its part-time equivalent experience responsible for planning and/or implementing parks maintenance, operations and development; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in the degree areas listed in (A) above, plus four (4) years experience as defined in (A); OR,
- (C) Any equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

**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.

ADOPTED: April 18, 1991

REVISED: June 4, 2009

**ADDITIONAL INFORMATION:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.