

## DEPUTY COMMISSIONER OF PARKS AND RECREATION

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, preparing, implementing and evaluating a comprehensive program of recreation, environmental education, and park maintenance. Work is performed under the general supervision of the Commissioner of Parks and Recreation with guidance on program planning but with wide leeway allowed for the exercise of individual judgment. Supervision is exercised over subordinate personnel in the department. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Administers a variety of programs in the areas of recreation, environmental education and park construction;  
Evaluates and reports on program effectiveness through research and studies;  
Interprets the department philosophy and objectives and promotes its programs to the general public;  
Insures compliance with all relevant laws and labor agreements;  
Prepares grant proposals to obtain Federal and/or State aid and manages divisional grant-in-aid programs;  
Recruits, selects, assigns, trains, evaluates and disciplines divisional personnel;  
Coordinates recreation activities, programs and facilities with those of local governments and districts with the county;  
Recommends and justifies a divisional operating budget for submission to the Commissioner;  
Manages the procurement of equipment, supplies and services;  
Reports divisional activities to the Commissioner;  
Makes recommendations to the Commissioner concerning the long range plans of the Department.

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

Good knowledge of the principles and practices of parks and recreation management and administration;  
Good knowledge of community organization, public administration and management techniques;  
Ability to organize and maintain comprehensive parks and recreation program;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively both orally and in writing;  
Ability to work with individuals and organizations at all levels within the community;  
Initiative;  
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 four years of parks/recreation administrative experience, two of which included supervisory responsibility; 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 five years of parks/recreation administrative experience, two years of which included supervisory responsibility; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.