

COMMISSIONER OF PARKS AND RECREATION

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DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration planning, development and operation of a comprehensive park, recreation and conservation program for Erie County. The incumbent, being the Chief Administrative Officer, is in charge of the department and its personnel. Work is performed under the direction of the County Executive. Does related work as required.

TYPICAL WORK ACTIVITIES:

Formulates with the Deputy Commissioners and gives final approval to all major operating policies of the Department;

Develops and maintains, with the assistance of the Deputy Commissioners, operation of the central administrative office and all County Parks, County Forests and Conservation areas;

Coordinates the planning and development of all County Parks from Master Plans;

Reviews and authorizes all development not in conformity with Master Plans;

Interviews and appoints new personnel in accordance with regulations of the County, and confers with the County Personnel Officer on standards, qualifications, promotions and salaries;

Certifies salary payrolls; supervises preparation of the annual budget, Annual Report for the County Legislature, and all other official reports, correspondence, and directives;

Maintains liaison with other County Departments, such as the Highway Department, for an interchange of equipment; the Sheriff's Office for police protection in parks; and the County Attorney for legal assistance involving concession contracts and leases, and accident claim by the public;

Consults with the New York State Conservation Department concerning such items as; the annual raising of pheasants for distribution throughout the County; the ordering of trees for reforestation purposes; ect.

Contracts various town police and fire departments regarding park protection; various newspapers, and radio and T.V. stations regarding park activities; and local chapters of the Red Cross regarding first aid instruction to park maintenance men;

Makes periodic inspection trips to County Parks, and calls group meetings and conferences with park superintendents and other departmental personnel to discuss problems related to park operation and maintenance.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of practices, procedures and policies of park operation and maintenance including forestry and landscaping; thorough knowledge of office administration procedures and practices; ability to work effectively with public officials and private organizations concerned with park operations; ability to direct the work of others and to handle people effectively; tact; sound professional judgment; initiative; resourcefulness; foresight; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited NYS registered four (4) year college or university with a Bachelor's degree in recreation, forestry or physical education and a minimum of eight (8) years experience in recreation or park work in an administrative position of major responsibility.