



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**Parks Director**

DATE ADOPTED: 01/01/2006

LAST REVISION: 11/12/2024

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a management and administrative position responsible for directing the overall operation and strategic development of the County park system. The incumbent will assist the Commissioner and/or Deputy Commissioner of Public Works, as assigned, in the development and expansion of the parks system, including the evaluation and pursuit of all available funding sources. Contacts will include administrative staff throughout the County on matters related to the administration of the Parks Division, with management and operational staff within the Department of Public Works to coordinate activities and share resources, with representatives of Federal, State and local governmental agencies and boards, and with regional and local non-profit agencies and organizations related to parks services and operations, and with the public utilizing the parks recreational facilities and programs. General supervision and direction will be provided by the Commissioner and/or Deputy Commissioner of Public Works as appropriate. Direct supervision will be exercised over subordinate staff of the division and volunteers. An employee in this class may be required to work hours other than in the normal workweek, including evenings, weekends and holidays, and may be required to travel throughout the County to the various parks and other work locations.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Provides direction and supervision in all matters related to the administration and operation of the Parks Division, and may act independently in performing responsibilities as assigned by the Commissioner and/or Deputy Commissioner of Public Works;
2. Manages activities related to personnel and payroll administration of the division, including selection of staff, addressing matters of work performance (including corrective and disciplinary action), addressing labor relations and labor contract issues, authorizing time off and payment to employees, setting parameters for work schedules and assignments, and so forth;
3. Prepares and/or directs the preparation and maintenance of required regulatory and administrative reports and records;
4. Prepares and administers the annual operating and capital equipment budgets for the division for inclusion with the department budget. Additionally, works with the Commissioner of Public Works on the preparation of the annual capital improvement plan, along with other financial reports related to the Parks Division;
5. Researches external sources for funding for the parks system, including public and private grants, legislatively enacted and private funding sources, and prepares requests, applications and justifications for funding awards; monitoring accounts and funding as received and expended;
6. Represents the division and department serving on boards and committees, and making presentations before legislative, municipal, administrative, regulatory and advisory agencies and organizations;



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7. Coordinates efforts for the ongoing administration and strategic development and expansion of the parks system, including the implementation of master plan projects and initiatives, within the County government organization with Federal, State and local government agencies, local boards and organizations, non-profit groups and foundations, and parks system user groups;
8. Directs and supervises the construction, maintenance, repair and development of the parks system grounds, facilities, equipment and physical infrastructure;
9. Oversees the successful implementation and potential expansion of all parks programming including existing park naturalist programs, concerts and/or other special events;
10. Responsible, in coordination with the County's Communication team, for the outreach and promotion of the department's activities, programs and special events.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the principles and practices of public administration to assist in the overall administration of the functions of a major governmental division;

Knowledge of the principles and practices governing administration of a public parks and recreation program to ensure the public is adequately served in educational and recreational services;

Knowledge of grant and other available funding research, request writing and application processes, and administrative procedures following awards, to ensure the division obtains maximum available funding and utilizes it in the most effective manner;

Knowledge of the practices, tools, materials and safety procedures used in the construction, maintenance and repair of buildings, equipment, grounds and recreation areas, and aquatic areas, to assist in and lead a variety of construction, maintenance and repair activities;

Ability to plan, coordinate and supervise the work of others;

Ability to communicate effectively, both orally and in writing, when preparing correspondence, writing program proposals and justifications, and when meeting with others;

Ability to work outdoors in all weather conditions; Strong customer service and interpersonal skills;

Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER: (A) Bachelor's in environmental education, environmental management, environmental policy, environmental sustainability, forestry, golf course management, historic preservation, horticulture, natural resources management, park administration, park management or recreation management and four (4) years of experience working within a park, recreation facility, or campus\*, three (3) of which shall include managerial experience\*\*;

OR: (B) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of work experience as listed above three (3) of which shall include managerial experience\*\*;



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OR: (C) An equivalent combination of experience within the limits of (A), and (B) above.

\* For the purposes of this examination, a park recreational facility, or campus is defined as a location that offers at least three (3) of the following elements: athletic facilities, skating rink, campgrounds, golf courses, hiking trails, historic structures, marinas, picnic areas, playgrounds, recreation programs, swimming facilities or education, environmental or interpretive programming.

\*\* Managerial experience is defined as directing or administering at least three of the following functional areas within a park, recreational facility or campus: administration (business, personnel, finance); environmental education/interpretation; maintenance; planning; programming; or public relations/visitor services.

NOTE: Your degree or college credit 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.

**SPECIAL REQUIREMENT:**

1. Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.
2. Appointing Authority may require candidate to possess and maintain Certified Park and Recreation Professional (CPRP) Certification.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT: Management</b>	<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>
<b>GRADE: MF</b>	<b>FLSA Code: OT Exempt</b>
<b>REVISION HISTORY: 01/01/06 01/14/20 06/24/20 05/09/22 11/12/24</b>	