

DIRECTOR OF PARKS

DEFINITION

Under general direction, to plan, direct and administer the operation, maintenance, development and planning of the County park system; and to do related work as required.

EXAMPLES OF DUTIES

Reports to the County Executive and Park Commission on parks policies, programs and coordination of department activities with those of other departments and agencies; plans and directs the development and maintenance of County parks, recreation areas and related facilities; determines development priorities and establishes estimated costs for land acquisition, development projects, and improvements for presentation to the Commission; negotiates land purchases, selects appraisers and screens appraisals; assists in the relocation of displaced tenants or owners; assists public works engineers in specifications for work to be contracted; consults with Corporation Counsel on legal matters, prepares resolutions for the Commission and coordinates parks work with that of other agencies as related to zoning, land use planning, sanitation requirements, environmental assessments and impact studies; prepares, submits and is responsible for justification of budget items for personnel, equipment, supplies and materials, land acquisitions, improvements and development of parks; has responsibility for written and oral replies to questions and complaints; prepares releases; speaks to students, civic groups, social groups, governmental groups and makes radio and television presentations.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to a bachelor's degree with major work in parks and recreation, landscape engineering or related field, including or supplemented by courses in public or business administration and five years of responsible administrative experience in the operation and maintenance of a public park system.

Knowledges and Abilities: Knowledge of administrative practices and procedures required for the management of a public park system; knowledge of the principles of land use and planning; knowledge of laws and ordinances concerning park development and the acquisition of land for park purposes; ability to prepare or supervise the preparation of departmental budgets and to justify budget proposals before higher authorities; ability to review and approve master land use and parks development plans; ability to administer and to supervise a large group of employees through foremen, supervisors, and professional staff; ability to make oral and written presentations including public addresses in person or by radio or television; ability to establish and maintain effective relationships with federal, state, and local agencies, with business and civic officials and with the general public.