

PARKS OPERATIONS MANAGER*

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work involving the responsibility for overseeing day-to-day operations and maintenance of the County's parks and recreational facilities. The work is performed under guidelines and policies established by the state and federal government and by the County Executive with wide latitude for independent judgment in carrying out day-to-day functions. Supervision is exercised over technical personnel. An incumbent in this position may be required to work hours other than in the normal workweek, including evenings, weekends and holidays, and will be required to travel throughout the County to various parks and other work locations. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and supervises the maintenance and upkeep of parks and recreational facilities;
Develops and implements operational plans and schedules for park maintenance activities;
Manages and allocates resources, including staff, equipment and materials, to ensure efficient operations;
Conducts regular inspections of park facilities to identify maintenance and repair services;
Coordinates with external vendors, contractors and suppliers for maintenance and repair services;
Prepares a variety of reports including but not limited to correspondence, agendas, budgets, payroll, etc.;
Ensures compliance with all relevant regulations, permits and standards for park operations;
Develops and implements safety protocols and procedures to ensure the well-being of park visitors and staff;
Makes recommendations on various items (e.g., new programs, acquisition of land, etc.);
Plans and reviews work projects for Park Rangers, Grounds Workers and security staff;
Conducts environmental impact studies to assist it in developing policies, procedures and programs;
Oversees and schedules guided tours of county parks and provides information to civic groups and organizations;
Trains and supervises park staff, including scheduling, performance management and professional development;
Maintains accurate records and reports related to county park operations, including maintenance activities, budget expenditures and visitor statistics and answers all correspondence regarding same;
May act for and in place of the Coordinator of Environmental Resources, in their absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of parks administration and maintenance; thorough knowledge of forestry, wildlife habitat and environmental and park conservation; thorough knowledge of the Rockland County Park System; good knowledge of park and environmental conservation laws, rules and regulations; good knowledge of hunting and fishing laws and regulations; good knowledge of fire and accident prevention, first aid and safety methods and techniques; good knowledge of administrative principles and practices; ability to supervise the work of others; ability to schedule and conduct tours; ability to communicate effectively, both orally and in writing and with members of various local and New York State departments including the general public; ability to maintain records and prepare a variety of reports; ability to represent the department at a variety of forums, meetings, etc.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Environmental Science, Forestry, Wildlife Management, Park Management, or comparable curriculum and five (5) years of managerial, administrative or professional parks related experience, at least one (1) year of which must have been managing or supervising staff.

NOTE: Additional years of the required experience may be substituted for the college degree on a year-for-year basis.

(over)

SPECIAL REQUIREMENTS: Must possess a valid New York State driver's license, appropriate for the class of vehicle to be operated.

PROMOTION: Three (3) years of permanent status as a Park Ranger II.

*This reflects a retitling of Parks Manager.