

PARKS OPERATIONS MANAGER*

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative work involving a responsibility for coordinating the activities, use and maintenance of county-owned parklands. The work is performed within the guidelines and policies established by the Park Commission and County Executive with wide latitude for independent judgement in carrying out day-to-day functions. Supervision is exercised over a small number of technical personnel and a number of youthful offenders assigned by the courts to work in county parks. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains all records regarding county parks and answers all correspondence regarding same;
Conducts environmental impact studies for the Park Commission to assist it in developing policies, procedures and programs;
Coordinates the activities of the Park Commission, including acting as the Park Commission liaison to various agencies, legislative committees, etc.;
Prepares a variety of material relating to the day-to-day conduct of the Park Commission, including but not limited to correspondence, agendas, reports, budgets, payroll, etc.;
Makes recommendations to Park Commission on various items (new programs, acquisition of land, etc.);
Plans and reviews work projects for the Park Ranger I and youths involved in the Youthful Offenders Program and provides training as necessary;
Handles all necessary routine administrative tasks (personnel, purchasing, budget, etc.);
Provides guided tours of county parks and lectures before appropriate civic groups and organizations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the Rockland County Park System; good knowledge of park and environmental conservation laws, rules and regulations; good knowledge of accident prevention, first aid and safety methods and techniques; working knowledge of administrative principles and practices; ability to deal effectively with, plan and supervise the work of others; ability to express oneself effectively, both orally and in writing; ability to represent the Park Commission effectively at a variety of forums, meetings, etc.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Environmental Science, Forestry or related field and two (2) years of experience in the field, at least one (1) year of which must have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENT:

Must complete all required pre-assignment training (must be provided by a certified security guard instructor at an approved security guard school) and all additional training and registration requirements as specified by the New York State Security Guard Act of 1992 and in accordance with the requirements of the New York State Department of State, Division of Licensing Services.

NOTE: Additional years of the required general experience may be substituted for the Bachelor's degree requirement on a year-for-year basis.

PROMOTION: Two (2) years of permanent competitive class as a Park Ranger II.

*This reflects a retitling of Parks Manager.

R.C.D.P. (08.07.2012) 05.20.1015
Competitive