

BOROUGH COMMISSIONER (PARKS AND RECREATION)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with very great latitude for the exercise of independent judgment and action, serves as the chief executive planning and operations officer for all borough park activities; performs related work.

Examples of Typical Tasks

Serves as the borough's executive planning and operations officer, setting policies; and planning and coordinating programs; participates at the highest agency levels in discussions of Parks and Recreation operations policy; makes recommendations.

Develops and formulates expense and capital budget priorities and personnel staffing requests for the borough, subject to the review of the Deputy Commissioner for Operations and the Deputy Commissioner for Management and Budget.

Administers, coordinates, directs and reviews field and technical services, capital projects, recreation and volunteer programs, landscape management, forestry; neighborhood park restoration, and regional joint interest park programs in the borough.

Manages and directs community relations, and press and public information related to borough events and operations.

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(continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time experience in one or more of the following fields: park management, park or urban rehabilitation, urban or regional planning, horticulture or forestry, historic preservation, architecture, landscape architecture, engineering, recreation, public sector budgeting, or related fields, at least 18 months of which must have been in an administrative, managerial or executive capacity, or in supervision of professional staff working in any of the abovementioned areas; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 18 months of administrative, managerial; executive, or supervisory experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.