

DEPUTY BOROUGH COMMISSIONER (PARKS AND RECREATION)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction of the Borough Commissioner, with great latitude for the exercise of independent judgment and action, serves as deputy executive officer responsible for all borough park operations; performs related work.

Examples of Typical Tasks

Establishes and assesses operations policy, priorities, and standards within a borough; makes recommendations to the Borough Commissioner.

Assists the Borough Commissioner in preparation and submission of budgetary proposals and staffing requests for the borough.

Oversees and coordinates programs for neighborhood park restoration, forestry and horticulture, recreation, and capital projects; plans, coordinates, and directs the ongoing delivery of maintenance and operations, and technical services for the borough.

Participates with the Borough Commissioner in the formulation of community relations policies and procedures and assists in implementation of these policies.

Develops procedures for administration of short-term special projects and/or borough events.

Acts as representative of the Borough Commissioner in mediating situations of a sensitive or complex nature, involving employees, community groups, the media, and/or labor unions.

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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.

Lines of Promotion

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