

DIRECTOR OF NEIGHBORHOOD RESTORATION PROGRAM

General Statement of Duties and Responsibilities

Under executive direction with wide latitude for the exercise of independent judgement this position is charged with planning and administering of the Borough's Neighborhood Restoration Program. This position is responsible for ensuring that work performed meets Department standards, and that it is performed according to a pre-arranged agreement between the Boroughs, the Department's Central Management, and the Mayor's Office of Operations.

Examples of Typical Tasks

Selects sites for restoration and develops agency policy for Neighborhood Restoration Program policy. May work with Directors of Neighborhood Restoration Program in other boroughs to standardize policy.

Determines objectives, standards & controls for work to be performed including the repair of chain-link fences, comfort stations, playground equipment, the repair or replacement of drinking fountains, sprinklers, drains and benches, graffiti removal and lawn refurbishing.

Supervises staff in preparing timely reports. Also ensures that forms from the field are turned in in a timely manner. Monitors, and seeks to eliminate reporting errors.

Responsible for staffing of Neighborhood Restoration Program.

- a. Restoration staffing-regulates crew composition and deployment to ensure targets are met.
- b. Maintenance staffing-regulates crew deployment to ensure targets are meet.

Responsible for preparing hiring plans and OTPS budgets to meet programmatic need. Works with Purchasing Unit to order supplies. Allocates supplies as warranted.

Coordinates evaluation of work performed. Conducts audits. Inspects restoration progress and quality of maintenance effort. Prepares reports and appraisals of same.

Develops new needs estimates.

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(continued)

Coordinates with other divisions in borough. For example, there may be coordination with Recreation to provide programs at Neighborhood Restoration Program sites to increase public and enjoyment of participation in park life. In addition, Forestry and/or Technical Services may be asked to assist in the long-term maintenance or immediate physical enhancement of a park.

Qualification Requirements:

1. A baccalaureate degree from an accredited college and four years of progressively responsible experience in one or more of the fields of operations management, maintenance trades, and policy formulation and implementation, two years of which must have been in a responsible administrative capacity; or
2. High School graduation or evidence of having passed an examination for a high school equivalency diploma, plus eight years of full-time paid experience in one or more of the areas stated in "1", three years of which must have been in a responsible administrative capacity.

Direct Lines of Promotion

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