

**DEPUTY CHIEF OF OPERATIONS (PARKS AND RECREATION)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction of the Chief of Operations, with wide latitude for the exercise of independent judgment and decision, coordinates and oversees the daily administration of borough sector operations; performs related work.

**Examples of Typical Tasks**

Participates in formulation of long-term goals and plans, and develops policy to ensure coordination and effective delivery of services of borough operations sectors; coordinates sector managers with borough divisions of Landscape Management, Special Projects, Neighborhood Playground Restoration, Technical Services and Emergency Operations to assist in large scale operations and long-range planning of specific borough-wide programs.

Sets responsibilities and priorities for first line sector managers; oversees administration of sector maintenance and operations functions; resolves operational problems and advises the Borough Commissioner and the Chief of Operations on all matters involving operating efficiency in the borough sectors.

May directly oversee the administration of all borough motor vehicles and equipment maintenance, dispatching and repair, as well as activities of the technical services divisions of the borough, such as the crafts division.

Plans staffing patterns and personnel allocation; handles inquiries of a highly confidential nature including those concerning employees' alleged gross misconduct; may serve as primary hearing officer and/or disciplinary officer of the borough.

May represent the borough in all matters concerning major parks construction activities throughout the borough.

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(continued)

Attends and represents the Borough Commissioner and/or Chief of Operations at meetings with community boards, elected officials, executive-level staff of government agencies, and the public, to indicate borough-wide proposed and existing programs, determine needs and priorities, and coordinate activities.

Conducts confidential and/or complex special studies at the request of the Borough Commissioner; prepares confidential reports and written or verbal responses to major complaints and/or inquiries from the public and private sector.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of full-time experience in park management, park or urban rehabilitation, urban or regional planning, forestry or horticulture, landscape architecture, or a related field, at least 18 months of which must have been in an administrative, managerial or executive capacity, or in supervision of professional staff working in one or more of the abovementioned areas; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess 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.