

# **DEPUTY TOWN COMMISSIONER OF PARKS, RECREATION AND CULTURAL AFFAIRS**

**Department: Parks, Recreation and Cultural Affairs**

**Classification: Exempt**

**Specification Number: 2010**

**Approved: 7/28/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**There are no qualifications for this position as it is in the Exempt class.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee in this title acts for and in place of the Town Commissioner of Parks, Recreation and Cultural Affairs. Assists the Commissioner with the administration, planning, coordinating of all programs and operations of the Department. The incumbent is responsible for assisting in the supervision of subordinate personnel in their performance and adherence to regulations and policies. Exercises a considerable amount of independence of judgment and initiative. The work is reviewed through conferences and reports by the Commissioner and Town Board. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

**Acts for and in place of the Town Commissioner of Parks, Recreation and Cultural Affairs;**

**Assists in planning, supervising and implementing the overall programs of the Parks, Recreation and Cultural Affairs operations;**

**Assists in the supervision of the preparation, presentation and maintenance of the Department's annual budget and fiscal policies;**

**Maintains and operates parks, beaches, pools, all recreation activities and other facilities;**

**Coordinates, plans and develops recreational and cultural projects and programs for and on behalf of the residents of the Town in cooperation with other municipalities, private citizens, community associations and local organizations;**

**Recommends departmental updating procedures, policies and regulations to the Commissioner for a more effective operation.**

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

**Thorough knowledge of the principles and procedures of public parks and recreation administration; thorough knowledge of the methods and techniques of modern office management; good knowledge of the sources of information, methods and techniques used in administrative research; good knowledge of the overall department programs, functions, activities, policies and regulations; ability to administer and supervise subordinate personnel in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.**