

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

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

**Classification: Unclassified**

**Specification Number: 2000**

**Approved: 7/28/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

There are no qualifications for this title as it is in the Unclassified service.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title has the authority to appoint and remove all employees of the Department of Parks, Recreation and Cultural Affairs. Administers, plans and coordinates all programs and operations of the Department. The incumbent is responsible for the overall supervision of personnel in their performance and the direct supervision of the Deputy Commissioner. Determines, sets and carries out all department regulations and policies. Exercises total independent judgment and initiative. The work is reviewed through conferences and reports by the Town Supervisor and Town Board. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

- Appoints and removes all employees of the Department of Parks, Recreation and Cultural Affairs;
- Plans, implements, administers and supervises all programs of the parks, recreation and cultural affairs operations;
- Supervises all personnel in the performance of their duties;
- Directs the preparation, presentation and control of the Department's annual budget and fiscal policies;
- Administers all operations of the parks, beaches, pools, all recreation activities and other facilities;
- Meets with the Town Board as required;
- Deals with the residents of the Town in regard to any problems with the Department;
- Reviews departmental procedures, policies and regulations seeking more effectiveness operation as required.

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

Excellent knowledge of the principles and procedures of Town parks and recreation administration; excellent knowledge of the methods and techniques of modern office management; thorough 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.