

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

**Occ. Code 1595100**

<b>Regional Director Parks and Recreation 1, M-4</b>	<b>1595100</b>
<b>Regional Director Parks and Recreation 2, M-5</b>	<b>1595200</b>
<b>Regional Director Parks and Recreation 3, M-6</b>	<b>1595300</b>

Brief Description of Class Series

Regional Directors Parks and Recreation direct the operations, programming, facilities, capital planning, administration, maintenance, public relations and security for entire park regions.

These positions are classified only in the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

The level of Regional Director Parks and Recreation 1, 2, and 3, is determined by the size and complexity of the park region managed. Distinguishing factors considered are the number of facilities within the park region, the geographic dispersion of those facilities, the number of park patrons who visit those facilities, the number of employees working at those facilities, and the budget that is allocated to the park region.

*Regional Director Parks and Recreation 1:* non-competitive; directs a parks region.

*Regional Director Parks and Recreation 2:* non-competitive; directs a region with large and complex parks with high attendance and diverse clientele.

*Regional Director Parks and Recreation 3:* non-competitive; one-position class; directs the parks in the Long Island Region.

Related Classes

Park Managers direct and maintain park and recreation facilities operated by the Office of Parks, Recreation and Historic Preservation and supervise programs and activities at those facilities.

Historic Site Managers use professional training and experience to direct and maintain historic sites and supervise programs and activities related to those sites. They also provide advice and assistance to parks and other facilities with historic structures and landscapes.

Park Directors 1, 2, 3, 4, and 5, plan, direct, and coordinate the operations, facilities, recreation activities, maintenance programs, and security for large urban parks within the New York City or Long Island Regions. Park Directors manage and oversee parks that have intense usage, generated by the population density of the surrounding communities and the involvement of community organizations in their operations and programs.

Park Operations Managers plan, direct, and coordinate the operations, facilities, recreation activities, maintenance programs, and security for multiple parks within a region, manage the largest and most complex parks, serve as assistant Regional Directors and, at the Park Operations Manager 5 level, direct statewide operational programs and supervise Regional Directors of several regions.

### Illustrative Tasks

*Regional Directors Parks and Recreation 1, 2, and 3:* under the general direction of executive staff, manage and direct all park and site managers, and administrative and operational staff assigned to the region. The Regional Director Parks and Recreation coordinates regional operations with Albany Office staff, including executive staff and bureau directors. Incumbents are responsible for regional fiscal and expenditure planning, and budgeting; represent the agency in dealings with local government officials, professional societies, public interest groups, friends groups and any other entity having business with parks, historic sites, preserves, and golf courses within the region; oversee and evaluate all regional operations; provide advice and recommendations to the Commissioner and other executive staff on the formulation, implementation and evaluation of agency policies, programs, procedures and priorities impacting their region; directly supervise the Capital Facilities Regional Manager, and the Park Operations Manager or Park Director serving as the assistant regional director as well as any other regional program, operations, or administrative staff as necessary; direct the investigation of and response to complaints regarding regional operations and facilities, and direct corrective actions to be taken when needed; assist with master planning and long-range planning through contacts with governmental agencies, municipalities, elected officials and national and community organizations; coordinate regional security concerns with the appropriate Park Police district or zone commander; oversee an effective health, safety, and emergency management program for all locations within their region; and maintain an effective public relations program for the region and manage public relations in collaboration with the Albany Bureau of Public Affairs.

## Minimum Qualifications

### *Regional Director Parks and Recreation 1*

Non-Competitive: bachelor's degree or higher in park or recreation management, public administration, business administration, engineering, landscape architecture, architecture, forestry, environmental studies, environmental, natural or physical science, or a closely related field AND EITHER seven years of experience with a large and well-organized park and recreation system OR seven years of administrative experience which includes responsibility for organizing and directing a major program or group of programs. Two years of the experience must be at a managerial level.

Substitution: an associate's degree in a related field and two years of the required specialized experience may substitute for the bachelor's degree.

### *Regional Director Parks and Recreation 2*

Non-Competitive: bachelor's degree or higher in park or recreation management, public administration, business administration, engineering, landscape architecture, architecture, forestry, environmental studies, environmental, natural or physical science, or a closely related field AND EITHER eight years of experience with a large and well-organized park and recreation system OR eight years of administrative experience which includes responsibility for organizing and directing a major program or group of programs. Three years of the experience must be at a managerial level.

Substitution: An associate's degree in a related field and two years of the required specialized experience may substitute for the bachelor's degree.

### *Regional Director Parks and Recreation 3*

Non-Competitive: bachelor's degree or higher in park or recreation management, public administration, business administration, engineering, landscape architecture, architecture, forestry, environmental studies, environmental, natural or physical science, or a closely related field AND EITHER nine years of experience with a large and well-organized park and recreation system OR nine years of administrative experience which includes responsibility for organizing and directing a major program or group of programs. Four years of the experience must be at a managerial level.

Substitution: an associate's degree in a related field and two years of the required specialized experience may substitute for the bachelor's degree.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was

written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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