

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

Occ. Code 1592100

Park Director 1, M-1	1592100
Park Director 2, M-2	1592200
Park Director 3, M-3	1592300
Park Director 4, M-4	1592400
Park Director 5, M-5	1592500

Brief Description of Class Series

Park Directors 1, 2, 3, 4, and 5, plan, direct, and coordinate the operations, recreation activities, maintenance programs, and security for large urban parks within the New York City and Long Island Regions. Park Directors manage and oversee parks that have high attendance generated by the population density of the surrounding communities and the involvement of community organizations in their operations and programs. Park Director 4 and Park Director 5 positions assist a Regional Director of a largely urban park region serving a diverse clientele.

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

Distinguishing Characteristics

Park Director 1: non-competitive; serves as either the first in command of Roberto Clemente State Park in the New York City Region, responsible for the day-to-day administration, supervision, and management of the park, or serves as the operations manager for Riverbank State Park in the New York City Region; responsible for managing the day-to-day operational needs of the various recreational complexes, including oversight of the maintenance and security needs of the park.

Park Director 2: non-competitive; serves as the assistant director at Riverbank State Park in the New York City Region.

Park Director 3: non-competitive; directs the Riverbank State Park in the New York City Region; oversees the administration, supervision and management of all park programs and operations.

Park Director 4: non-competitive; one-position class; assists the Regional Director Parks and Recreation 2 in the management of the New York City Region and has region-wide responsibility for oversight of park operations.

Park Director 5: non-competitive; one-position class; assists the Regional Director Parks and Recreation 3 in the management of the Long Island Region and has region-wide responsibility for oversight of park operations.

Related Classes

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

Recreation Complex Managers manage one or more recreation complexes serving a diverse park patron population at Riverbank State Park or Roberto Clemente State Park in the New York City Region.

Park Operations Managers manage and supervise several park managers, maintenance supervisors and other managerial and administrative staff at a large park or multiple parks, golf courses, historic sites and/or arboretums within a region.

Regional Directors Parks and Recreation plan, direct, and coordinate the operations, recreation activities, capital, administrative, maintenance, public relations and security programs for entire park regions.

Illustrative Tasks

Park Directors 1, 2, 3, 4, and 5: under the general direction of a Regional Director Parks and Recreation 1, 2, or 3, supervise several Park Managers, lower level Park Directors, Recreation Complex Managers, Maintenance Supervisors, and other managerial and administrative staff in park regions with large urban parks serving a diverse clientele. Park Directors may be responsible for oversight of several parks within a park region, for management of one large park, or for specific operations or programs within a large park.

Incumbents inspect parks to determine the quality of program operations; assist in problem solving related to improvement, expansion, and development of park operations; inspect concession services to ensure accurate prices are posted, and that food and services meet acceptable standards, facilities are clean, and contract conditions are being met; implement maintenance standards for park facilities and equipment; direct the maintenance, repair, and renovation of park structures, equipment, roads, and grounds; determine maintenance and program priorities based on program needs and costs; ensure appropriate resources, such as staff, materials, and equipment, are available; assist in the recruitment, training, and placement of staff within the organization; assist a Regional Director or higher level Park Director in preparing and executing the annual budget; prepare written narrative reports on park or

regional operations, programs, and maintenance activities; assist a Regional Director or higher level Park Director with public relations programs, such as promoting park programs and events, speaking before community groups, and investigating and replying to complaints and taking corrective actions; assist a Regional Director or higher level Park Director in planning for park construction, rehabilitation, expansion, and development projects; and perform the full range of supervisory activities, such as evaluating staff performance, approving leave, and signing time cards.

Park Directors establish positive relationships with community organizations, Friends Groups, other governmental agencies and service providers to maximize recreational services and outreach to a diverse park patron population. Significant community involvement with operations and programming is typical for these locations. Park Directors develop and influence park policies for large urban and diverse parks and regions.

Minimum Qualifications

Park Director 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 four years of experience with a large and well-organized park and recreation system OR four years of administrative experience that includes responsibility for organizing and directing a major program or group of programs. One year of the experience must be at a supervisory 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.

Park Director 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 five years of experience with a large and well-organized park and recreation system OR five years of administrative experience that includes responsibility for organizing and directing a major program or group of programs. Two years of the experience must be at a supervisory 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.

Park Director 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 six years of experience with a large and well-organized park and recreation system OR six years of administrative experience that includes responsibility for organizing and directing a major program or group of programs. the experience described above must include EITHER three years of supervisory experience OR one year of management experience.

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

Park Director 4

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 that includes responsibility for organizing and directing a major program or group of programs. Two years of the experience described above 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.

Park Director 5

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 that includes responsibility for organizing and directing a major program or group of programs. Three years of the experience described above 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.

Attachment

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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Parenthetic Attachment

Park Director 2 (Arboretum): non-competitive; one-position class; manages the Long Island Region's group of arboretums and park preserves which requires specialized experience in the planning and maintenance of arboretums.

Minimum Qualifications

Park Director 2 (Arboretum)

Non-Competitive: bachelor's degree in botany, dendrology, horticulture, or a closely related field AND five years of experience in the operation and maintenance of an arboretum or botanical garden with two years of the experience at a supervisory level. Experience must include the propagation, acquisition, identification and classification of plant species; design and construction of floral exhibits; public relations; inventory control; and preparation and presentation of educational materials.

Substitution: a master's degree in a closely related field may be substituted for one year of specialized experience.