

DEPUTY DIRECTOR - PARKS

GENERAL STATEMENT OF DUTIES: Highly responsible position implementing the activities and policies of the Genesee County Parks and Recreation Commission; act on behalf of the Director in their absence, works under general supervision of the Director and supervises the maintenance, construction, railroad, planning and performs other related duties as required.

STATEMENT OF TASKS:

Insures that master plans and other required planning documents are maintained and updated;
Insures that periodic field inspections are made and determines final approval of projects to insure that they have been completed in accordance with required specifications;
Insures a continuous preventive maintenance program for buildings, grounds and facilities;
Insures that the railroad, including engine, cars and right-of-way are maintained;
Acts on behalf of the Director in his/her absence;
Insurance that specifications, contract documents, and other design criteria are properly prepared for construction projects.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of park planning and development principles;
General knowledge of park maintenance and construction procedures and principles;
General knowledge of railroad maintenance and railroad right-of-way maintenance procedures;
General knowledge of cost accounting as it applies to cost benefit analysis, purchasing, inventory analysis, etc.
Ability to develop policies and procedures necessary to the efficient operation of the revenue-producing facilities, maintenance, planning and recreation programming;
Ability to communicate orally and in writing effectively with members of the general public, specific interest groups and staff;
Ability to establish and maintain necessary record-keeping systems;
Ability to maximize profits;
Ability to maintain good interpersonal relationships;
Ability to assist in the preparation of construction bid specification.

MINIMUM QUALIFICATIONS:

Bachelor's degree and six (6) years of progressively responsible experience in at least one of the following functions: Planning and Development, Maintenance, Construction, Operation of Revenue-Producing facilities, or Recreation Programming in a Parks and Recreation System.


Human Resources

Revised: June 12, 2012