



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Deputy Director of Parks and Trails**  
Jurisdictional Class: Exempt (Jurisdictional Classification Pending)  
Civil Division: Cayuga County Parks and Trails  
Adoption: CSM 1/18/22  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position will act for the Director of Parks and Trails in the absence of the Director. The position oversees the development, management and operation of all Cayuga County Parks and Trails. The position further involves responsibility for assisting the Director by performing various administrative duties. The incumbent performs management functions including but not limited to: complex and technical fiscal management and reporting program evaluation in the Director's absence. This work is performed under the general supervision of the Director with considerable latitude given for the exercise of independent judgement in carrying out assignments. Additionally, the incumbent performs supervisory functions for all full-time, part-time and seasonal Parks and Trails staff members. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Assists superiors in the formulation of policies and procedures for the administration of various parks and trails programs;  
Supervises grounds maintenance activities;  
Inspects park and recreation areas and buildings for cleanliness and state of repairs;  
Supervises the maintenance and repair of playground equipment;  
Supervises the maintenance of lakefront swimming beach areas;  
Reads incoming mail and answers general correspondence;  
Interviews applicants for work and advises superiors on hiring and related personnel matters;  
Orients and trains new full-time, part-time and seasonal employees, as well as volunteers;  
Directly performs management of all full-time, part-time and seasonal subordinate staff, as well as volunteers;  
Confers with superior on departmental policy and operations;  
Utilizes data processing and word processing equipment to record information and prepare correspondence, memoranda, and reports;  
Maintains confidential and regular correspondence files;  
Maintains confidential employee files;  
Performs related work necessary for the efficient execution of administrative functions of department;  
Takes minutes, prepares agenda and uploads minutes for regular and special Commission or Committee meetings;  
Completes payroll and time records;  
Maintains office logs to track certain areas (i.e. transmittals, mileage, etc.);  
May represent the Director at meetings involving activities related to park maintenance, repair and planning;

**TYPICAL WORK ACTIVITIES: (continued)**

Cooperates with staff of other county departments, when possible, to improve operation of the parks and trails;

Develops work schedules for regular and seasonal employees;

Oversees the scheduling and reserving of space for activities to take place in the park;

Issues permits for park use;

Represents the Parks and Trails Department by acting as a liaison for the Friends of Emerson Park;

Assists the Director with budget creation for the Parks and Trails Department;

Performs extensive financial management for the Parks and Trails Department including but not limited to: accounts payable, accounts receivable, purchasing, depositing and reconciliation vis county software systems;

Processes and approves expenditures;

Supervises the spending and tracking of subordinates;

Performs assessment of collected data to establish trends within the Parks Department;

Operates and manages the Parks Department webpage and social media accounts;

Coordinates extensive event planning;

Coordinates extensive public programming with local businesses and professionals;

Handles public complaints and effectively communicates with the Director to determine the proper course of action;

Acts for the Director of Parks and Trails in the absence of the Director, fulfilling all necessary duties of the Director.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Good knowledge of the methods, materials, terminology, and principles involved in the maintenance of parks and recreation areas, facilities and equipment;

Thorough knowledge of principles and practices of office management;

Thorough knowledge of business arithmetic and English;

Ability to coordinate various public interest groups;

Ability to disseminate department information to the public through an array of platforms including print, web- based programs and social media;

Ability to perform extensive research on and for Parks related resources and vendors;

Extensive knowledge of computer terminology and ability to learn software programs;

Ability to analyze, organize and carry out complex oral and/or written instructions;

Ability to lay out and supervise the work of subordinates;

Ability to thoroughly analyze data collections and provide assessments;

Ability to attend Park's Commission and other related County meetings outside of regular work hours;

Ability to keep records and prepare reports;

Initiative;

Accuracy;

Ability to organize work;

Ability to plan, assign and supervise the work of others;

Ability to develop effective working relationships with subordinates and other contacts, securing their cooperation.

**MINIMUM QUALIFICATIONS: EITHER:**

- (A) Graduation from a regionally accredited or New York State Registered college or university with a Bachelor's Degree in business administration, public administration, recreation management, natural resources management or closely related field AND 1 year of administrative or supervisory experience with a public agency or private business; OR
- (B) Graduation from a regionally accredited or New York State Registered two-year college or university with an Associate's Degree in business administration, public administration, recreation management, natural resources management or closely related field AND 3 years of administrative or supervisory office or program management experience with a public agency or private business; OR
- (C) Graduation from high school or possession of a high school equivalency diploma AND 5 years of administrative or supervisory office or program management experience with a public agency or private business; OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for the appropriate level N.Y.S. Drivers' License at time of application.

Possession of license at time of appointment.