



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

### JOB SPECIFICATION

Civil Service Title: **DIRECTOR OF PARKS AND TRAILS**  
Jurisdictional Class: Unclassified - JCP  
Civil Division: Parks and Trails  
Adoption: CSM 11/16/21  
Revised: CSM

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for administering and coordinating the operation, maintenance, repair of all County-owned parks and trails facilities. Responsibilities include planning, organizing and budgeting for the department as well as recruiting, equipping, training and supervising personnel. The work is performed under general supervision of the County Legislature and the general direction of the Park Commission with leeway allowed for exercise of independent judgment in planning and implementing work projects. Supervision is exercised over the work of all park staff, both seasonal and permanent employees. The incumbent does related work as required including coordinating with outside agencies to develop and expand use of parks and trails.

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

Establishes policies and procedures for the administration and management of County Parks and Trails system;  
Prepares, recommends, and monitors annual operating budget;  
Ensure proper administration of any grants received;  
Develops budgetary and reporting procedures and prepares budget estimates for park and trail operations;  
Manages department purchasing and procurement including, RFP/RFQ preparation, vendor contract negotiation and management;  
Personnel functions including interviewing, hiring, orienting, training and managing full-time, part-time and seasonal employees;  
New facility design and construction including facilities, properties, ROW's, easements;  
Sets long-term planning and capital improvement goals for the development and expansion of the County Parks and Trails system;  
Marketing of public/private partnerships, sponsorship and design, sales fulfillment and activation;  
Event marketing, recruitment, planning and management;  
Emergency management and planning for large events;  
Permitting and filing with various State agencies;  
Chairs meetings of the Cayuga County Parks Commission;  
May seek and write grants for funding opportunities;  
Manages, administers, and supervises park improvement construction projects;  
Supervises the construction and maintenance of parks, athletic fields and other recreation areas;  
Supervises grounds maintenance activities;  
May represent the Park Commission for the Parks and Trails system on various boards;  
Inspects park and recreation areas and buildings for cleanliness and state of repairs;  
Reports on all park activities to the Park Commission and Public Works Committee;  
Inspects and supervises carpentry, painting, plumbing, electrical and other mechanical maintenance and construction work;  
Requisitions, within prescribed limits, materials and supplies used in the maintenance program;

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

Sets priorities and 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;  
Supervises the repair and erection of playground equipment;  
Develops park plans relative to maintenance, repair and cleaning activities;  
Supervises cleaning of lake front swimming beach area;  
Keeps time records and other necessary records on maintenance activities, and advises superiors of anticipated needs;  
Cooperates with staff of other county departments, when possible, to improve operation of the park;  
Responsible for personnel decisions for employees within the department, including recruitment, hiring, training, promotions and disciplinary actions.  
Supervises trails and bridges, sign and drainage systems maintenance for four seasons use, winter activities which include writing contract for grooming of trails for cross-country skiers and snowmobilers;  
Works with snowmobile groups in county;  
Works with trail groups, including Erie Canal Association;  
Prepares annual snowmobile grant application and administers program.

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

Good knowledge of the methods, materials, terminology and principles involved in the operation and maintenance of parks and recreational areas, facilities, and equipment;  
Thorough knowledge of planning and developing park recreational and natural resource area;  
Ability to understand and carry out oral and written directions;  
Ability to lay out and supervise the work of subordinates;  
Ability to keep records and prepare reports;  
Ability to work with adjacent landowners along the county trails;  
Initiative;  
Ability to direct and manage multiple projects and activities simultaneously;  
Ability to get along well with others and to secure their cooperation.

**MINIMUM QUALIFICATIONS:**

(A) Bachelor's Degree from a regionally accredited or N.Y.S. registered college or university with major work in Recreation Management, Environmental Science, Natural Resources Conservation, Engineering Technology or related field **AND** four years of full-time paid experience in the aforementioned fields, ~~one~~ two of which must have been in a supervisory or administrative capacity; **OR**

(B) Graduation from a regionally accredited or N.Y.S. registered college with an Associate Degree with major work in Recreation Management, Environmental Science, Natural Resources Conservation, Engineering Technology or related field **AND** five years of full-time paid experience in the aforementioned fields, ~~two~~ three of which must have been in a supervisory or administrative capacity; **OR**

(C) An equivalent combination of training and experience as indicated in (A) and (B) above.

**NOTE:** A Master's Degree in any of the above fields may be substituted for two years of the required experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for the appropriate level N.Y.S. Driver's License at time of application. Possession of license at time of appointment.