



Village of Watkins Glen
303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Opening
**Director of Parks, Planning and
Community Development**

SALARY: Salary commensurate with experience plus excellent benefit package.

LAST DATE TO FILE: Applications accepted until vacancy filled.

VACANCY: At the present time, there is one full time opening with the Village of Watkins Glen. This is a competitive title; therefore, the person hired will need to take a Civil Service exam at a later date and be reachable on the list to gain permanency in the position.

HOW TO APPLY: Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. For convenience you can continue to mail, email, fax or use the drop box for application submission, or you can visit the office directly.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Mayor and Board of Trustees, this is a professional and administrative position; responsible for planning and coordination of all activities of the Village Parks. Additionally, this position serves as a member of the Village’s leadership team and provides direct assistance for planning; strategic initiatives; community development; and grant/project management of all departmental needs.

TYPICAL WORK ACTIVITIES:

- Make periodic inspections of the parks; make recommendations to Board and Buildings and Grounds on the promotion, improvement, maintenance, and operation of village parks.
- Develop, manage and directs the overall Parks budget; ensures procurement for all Parks align with budget.
- Supervises the events and camp lead staff members; support two leads in management and coordination of various levels of staff in recreation, security, operation of the parks and recreation department.
- Conducts staff meetings.
- Represent Mayor and Village Trustees at community events; speak where necessary; prepares press releases.
- Coordinates and initiates planning efforts within the Village.
- Conducts research and design studies for land development projects; provides consultation for best-practices for the Village

- Supports economic development within the Village by provides technical assistance for the development of the preparation of the planning board applications and permitting process and serves as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the Village.
- Responsible for preparation and grant management of grants to support the Parks and Village.
- Advise and make recommendations on overall village budgets
- Provide meticulous financial reporting.
- As a member of the Village Leadership Team, serve as advisor to the Mayor and Board of Trustees and management team on strategic initiatives, capital planning; RFP development; NY SEQRA; long term goals.
- Serve as liaison to Planning and Zoning Boards; advise on policy and local law development.
- Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the general principles, purposes and techniques in field of municipal laws; planning; environmental issues, parks management, and grant administration with Federal and State agencies.
- Skill in planning, organization and leadership.
- Ability to lead direct reports; provide insight on staffing, including disciplinary actions.
- Skill in working cooperatively with staff members, customers, village managers, and community groups.
- Ability to maintain accurate records and reports; prepare and maintain budgets.
- Ability to make independent decisions.
- Proficiency in various software; MS Office and GIS systems.
- Ability to communicate orally and in writing.
- Ability to plan and assign work activities of considerable variety and importance; physical condition commensurate with the demands of the position.
- Sound judgment; courtesy; and tact.

MINIMUM QUALIFICATIONS:

- A. Bachelor's Degree (or higher) from a regionally accredited college or university or one accredited by the New York State Board of Regents and two years of work experience which shall have included administrative and supervisory experience with budget and grant responsibilities; or
- B. Associate's Degree from a regionally accredited college or university or one accredited by the New York State Board of Regents and five years of work experience which shall have included administrative and supervisory experience with budget and grant experience; or
- C. An equivalent combination of A and B as to provide the knowledge, skills, abilities, and experience stated.

SPECIAL REQUIREMENTS FOR THE VILLAGE OF WATKINS GLEN:

Must possess a valid New York State driver's license at the time of appointment and throughout employment.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: October 14, 2023