

**ORANGE COUNTY MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF COMMUNITY ENGAGEMENT **GRADE:** 20

**TITLE ABBREVIATION:** DIR COMMUNITY ENGAGEMENT **TITLE NO.:** 568570

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** PARKS

**SUPERVISOR'S TITLE:** DEPUTY COMMISSIONER OF PARKS, RECREATION & CONSERVATION

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for promoting use of Orange County's parks through direct engagement with community organizations, families and individuals, coordinating with private vendors who operate in the County parks to enhance park attendance, and supporting the use of park facilities. Work is performed under the general direction of the Deputy Commissioner of Parks, Recreation and Conservation. Supervision is exercised over assigned departmental personnel. Does related work as required.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one position class in the competitive classified service (management). The Director of Community Engagement has responsibility for the establishment of county-wide engagement with community groups and individuals to maximize use of our County parks system in an environmentally and ecologically appropriate way. The County has dedicated substantial resources to the development and expansion of the County parks system and has plans as of this position's development (2024) to further expand such park usage. The individual holding this position is charged with the responsibility, under the direction of the Deputy Commissioner(s) and Commissioner of Parks with ensuring the engagement with community groups and the public with the use of the County park system.

**TYPICAL WORK ACTIVITIES:**

Engages with community groups such as those focused on seniors, scouting, organizations which engage in specific sports activities (running, pickleball, tennis for example) to ensure such groups are aware of the services at County parks to best enable the use of the County parks system;

Works with the tourism office to promote our park system;

Plans and conducts programs, activities, and projects to increase awareness and understanding of recreation and educational opportunities;

Develops and implements an effective volunteer program to support parks facility betterment, community engagement and other programmatic efforts;

Assists Supervisors in the recruitment, selection, and training of seasonal staff;

Prepares news releases and updates Department website;

Coordinates with vendors or entities who operate within the County parks system to enhance operational success of such public/private relationships;

At the direction of the Commissioner or Deputy Commissioner serves as lead coordinator for all special events at the County park system and directs staff of the department to help effectively carry out such special events;

At the direction of the Commissioner or Deputy Commissioner, works with other County Departments on public outreach for County events and coordinates the setup for the events;

Acts to promote educational use of the County's museums under the jurisdiction of the Parks Department, and develop museum related programs and events;

Takes leadership role in providing customer service to the public and users of park services to maximize enjoyable and safe use of the County parks by Orange County residents and visitors.

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

Significant customer service experience; ability to engage verbally and in writing with community groups in an effort to maximize use of the County parks system in the planning and execution of special events, athletic leagues, and ability to work with interest groups to resolve challenges on park usage; good knowledge of administration and management; ability to promote, plan and organize recreation activities; sound professional judgment; the ability to work with groups of people of all ages; public speaking skills; ability to write clearly and concisely; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's degree, or higher, in Recreation, Business Administration or Management, Marketing, or a related field and three years of experience in park management or event planning and management; OR
- (B) Possession of an associate's degree, or higher, in Recreation, Business Administration or Management, Marketing or a related field and five years of experience in park management or event planning and management.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Special Requirement:**

Must possess at time of appointment and maintain a valid driver's license.