



Assistant Parks Director
Dutchess County Department of Public Works - Parks
2026 Salary: \$77,005 - \$85,741

This is a management and administrative position responsible for assisting in the overall operation and strategic development of the County park system. The incumbent will assist the Parks Director of the Department of Public Works in all matters related to the daily administration of the division and assist the Commissioner of Public Works, as assigned, in the development and expansion of the parks system, including the evaluation and pursuit of all available funding sources. Contacts will include administrative staff throughout the County on matters related to the administration of the Parks Division, with management and operational staff within the Department of Public Works to coordinate activities and share resources, with representatives of Federal, State and local governmental agencies and boards, and with regional and local non-profit agencies and organizations related to parks services and operations, and with the public utilizing the parks recreational and educational services. General supervision will be received from the Parks Director and direction will be provided by the Commissioner of Public Works as appropriate. Direct supervision will be exercised over subordinate staff of the division and unpaid workers and volunteers, as assigned and in the absence of the division director. An employee in this class may be required to work hours other than in the normal workweek, including evenings, weekends and holidays, and may be required to travel throughout the County to the various parks and other work locations.

To view a complete list of job duties, click [here](#).

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Parks or Recreation Administration or a closely related field and one (1) year of full-time paid work experience in a responsible administrative and supervisory capacity in a public park system, public recreation program, or private or non-profit recreational facility or program;
- OR: (B) Bachelor's degree AND three (3) years of full-time paid work experience in a responsible administrative and supervisory capacity in a public park system, public recreation program, or private or non-profit recreational facility or program;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma AND seven (7) years of full-time paid work experience as described in (B) above.

NOTE: Qualifying administrative work experience involves the responsibility of supervision of a staff of not less than five (full-time staff), which include the determination of staff assignments, planning of department activities, and budget planning.

NOTE: Your degree or college credit 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

SPECIAL REQUIREMENT:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Dutchess County offers a diverse working environment and generous benefits package including 13 paid holidays, paid time off, comprehensive health, dental and vision insurance, and NYS Retirement.

Apply online at www.dutchessny.gov/jobs
Recruitment will be posted until filled.
An EEO/AA Employer

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