

**DEPUTY COMMISSIONER,  
TOURISM AND PARKS**

**Nature of Work:** Under administrative direction of the Commissioner of Tourism and Parks, performs complex administrative work in planning, organizing and directing the programs, functions, and activities of the agency. Performs substantial budget preparation, legislative review and coordination, and policy development. Performs related work as required.

**Examples of Work**

- Recommends and oversees preparation of legislation and administrative procedures, and acts as the legislative liaison, as necessary.
- Coordinates and reviews preparation, revisions and finalization of agency budget.
- Recommends and develops policies and guidelines for the agency.
- Coordinates plans and programs among agency sections, as well as with other divisions within the department.
- Manages day-to-day operations of the agency in the Commissioner's absence.
- Represents the Commissioner at various functions and meetings.

**Knowledge, Skills and Abilities**

- Knowledge of federal and state laws, and regulations relating to the programs, missions and policies of the agency.
- Knowledge of current developments and initiatives in the programs and mission of the agency.
- Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling, budgeting and reporting.
- Skill in oral and written communication.
- Ability to establish and maintain effective working relationships with federal, state and local officials, and the general public.
- Ability to evaluate the efficiency and effectiveness of administrative programs and to oversee the development and implementation of program improvements.

**Minimum Qualifications**

- Training:** Master's Degree from an accredited college or university in a related field.
- Substitution:** Graduation from an accredited college or university with a major in a related field, plus two years of full-time or equivalent part-time paid experience in a related field.
- Experience:** Six years of full-time or equivalent part-time paid experience in a related field, two years of which must have been in a supervisory or administrative capacity.

Established: 9/16/93  
Effective: 10/16/93