

- Prepare a balanced budget for the department that maintains a quality parks system yet accommodates the financial condition of the county government and the needs of vital services in other county departments.
- Actively promote the budget – as presented by the County Executive – to the public and to the members of the County Board (publicly and privately).
- Make management decisions to ensure year-end balanced budgets.
- Do not seek or support additional resources from the County Board without prior approval of the County Executive or staff.
- Keep the County Executive and his staff informed of issues before the various County Board committees prior to those meetings. Also, keep them informed of information about the parks prior to any discussion in the general public. Let the County Executive (or his staff) know of all communications with the County Board and with the media.
- Work with County Executive staff and DAS staff to explore options for alternative ways to run parts of parks operations.
- Carry out directives of the County Executive and his staff.
- Keep County Executive and his staff informed of all communications with the County Board and the media.
- Comply with DAS policy, procedures and timeliness related to reports to the County Board and to due diligence requirements.
- Support other members of the administration and keep disagreements between those parties or within the administration.