

DIRECTOR OF RECREATION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, preparing, implementing and evaluating a comprehensive program of recreation and environmental education. The work is performed under the general supervision of the Deputy Commissioner of Parks and Recreation. Supervision is exercised over subordinate personnel and seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and manages a variety of recreation programs and special events to meet the diverse leisure needs of the community;
Evaluates effectiveness of recreation areas, facilities and services through research and studies;
Insures compliance with recreation program agreements;
Interprets recreation services to public and participates in community meetings and organizational planning;
Recruits, selects, assigns, trains, evaluates and disciplines recreation personnel;
Prepares budget and directs expenditures of the department's recreation funds and maintenance of records;
Manages revenue generating functions and grant in aid programs;
Participates in long range planning of the department;
May prepare grant proposals to obtain federal and/or state aid.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of recreation management and administration;
Good knowledge of community organization, public administration and management techniques;
Good knowledge of the principles and practices of supervision;
Ability to organize and maintain comprehensive recreation program;
Ability to communicate effectively both orally and in writing;
Ability to work with individuals and organizations at all levels within the community;
Good judgement;
Initiative;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in park or recreation management, physical education or a closely related field and four years of parks and/or recreation experience, two years of which included parks/recreational supervisory experience.

NOTE: Graduation from a regionally accredited or New York registered college or university with a Master's Degree in park or recreation administration or a closely related field may be substituted for two years of the required supervisory experience.

R389 9/30/09

COMPETITIVE