

ASSISTANT PARK AND RECREATION DIRECTOR 360

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work involving responsibility for planning and directing a recreational program. The work is performed under general direction, using administrative policy established by either a legislative body, commission, or executive department. Supervision will be exercised over all subordinates assigned to staff, maintenance and safety.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Promotes the organization of recreational activities in order to secure maximum use of grounds, lakes, pools and recreation centers;

Interprets rules and regulations pertaining to park activities;

Plans and conducts a variety of programs;

Conducts public relation activities by delivering addresses, issuing press releases and reports of recreation facilities and activities;

Supervises the activities of all subordinate employees;

Requisitions materials and equipment;

Makes reports on finances, recreation programs, facilities, public relations, employee performance and project planning;

Assists in programming and supervising educational activities required of student interns;

Assists in establishing swimming areas and boundaries;

Polices all areas for hazardous conditions;

Enforces compliance with State and County regulations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of theory and practices governing the administration of a comprehensive public recreation program; ability to promote, plan, organize and carry out all related activities; ability to plan and supervise the work of others; knowledge of State and local laws; ability to get along well with others; neatness of appearance; reliability; resourcefulness; and good judgment.

MINIMUM QUALIFICATIONS:

Part-Time or Seasonal Positions:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree; or
- (B) Four (4) years of full time paid experience in the field of recreation; or
- (C) An equivalent combination of training and experience as established in (A) and (B) above.

Full-Time Positions

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Recreation, Physical Education, Health Education, Public Administration or a related field and one year of experience in the field of Recreation; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in a specialty as defined in (A) above and three (3) years of experience in the field of

recreation; or

- (C) An equivalent combination of training and experience as described in (A) and (B) above.

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NYS Civil Service Commission Approval: N/A

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