

ASSISTANT RECREATION DIRECTOR – (County)

DISTINGUISHING FEATURES OF THE CLASS: This is difficult work involving considerable responsibility in the promotion, organization and direction of community recreation activities. Work is performed under general supervision of the Director of Parks, Recreation, and Beautification Programs and direct supervision is exercised over the work of a number of subordinates.

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.*

Assists in the management of the daily operations of multiple recreational sites, museums and cultural and interpretive centers;

Serves as the Manager for Lake Superior Park during seasonal operations;

Supervises the activities of lifeguards, recreation leaders and site support staff;

Conducting lifeguard, waterfront and CPR/first aid certifications;

Organizes and conducts historical and non-historical programs and special events at various county parks and facilities;

Plans and conducts athletic and sports programs, swimming programs and hiking events;

Enforces compliance with State and County regulations;

Supervises the activities of recreation leaders;

Requisitions materials and equipment;

Makes reports on recreation programs, facilities, public relations and projects planning;

Assists in issuing press releases or other materials to promote recreation programs;

Collects fees and issues receipts for monies received;

Performs routine office clerical duties.

ASSISTANT RECREATION DIRECTOR – (County)**Page 2**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of theory and practices of a comprehensive public recreation program; ability to promote, plan, organize and carry out recreational activities; ability to plan and supervise the work of others; ability to get along well with others; ability to perform basic management functions, (planning, forecasting, budgeting, organizing, and supervising) in maintaining a Recreation Program; ability to prepare written material and to express oneself clearly, both orally and in writing; neatness of appearance; reliability; resourcefulness; and good judgment.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents with a Bachelor's Degree or higher in Recreation, Physical Education, Health Education, Arts and Culture, Public Administration or a related field;
- (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 two (2) years of experience in the field of recreation.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. *Possession of a valid Driver's License.*
2. *Possess and maintain a current Standard American Red Cross or equivalent Lifeguarding, Waterfront Skills/First Aid/CPR/AED Certifications and all necessary certifications to be able to teach the above certifications.*