

PARK AND RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important 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 employees 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.*

Promote 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 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;

Programs and supervises educational activities as required of student interns;

Establishes swimming areas and boundaries;

Polices all areas for hazardous conditions;

Enforces compliance with State and County regulations.

PARK AND RECREATION DIRECTOR**Page 2**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) Possession of a Bachelor's Degree and one (1) year of experience in a position involving supervision of subordinates and interaction with others; or
- (B) Five (5) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience.

Full-Time Positions

- (A) Possession of a Bachelor's Degree in Recreation, Physical Education, Health Education, Public Administration or a related field and two (2) years of experience in the field of Recreation; or
- (B) Possession of an Associate's Degree in a field as described in (A) above and four (4) 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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NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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