

## RECREATION DIRECTOR

Code No.: 6-18-003

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position in the field of recreation involving the responsibility for planning, evaluating and implementing a recreation program suitable to the interests and needs of the community, including the planning for the utilization of desirable facilities. Where the recreation program is limited in scope, the Director may spend a considerable percentage of his/her time actively participating in specific programs and activities. The position may involve the leadership, supervision and coordination of large numbers of professional and non-professional recreation personnel. General supervision is received from the Parks and Recreation Commission and the Town Supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Promotes the organization and administration of recreation activities in an attempt to insure maximum efficiency;

Plans ways and means to develop, finance and provide for the community program;

Plans for and supervises the conduct of the program; provides for necessary supplies and equipment;

Interviews, trains and supervises recreation staff, defines staff roles and schedules staff assignments;

Provides for the professional growth of the departmental staff;

Organizes for the best use of, supervision of and maintenance of facilities;

Contacts and works with all groups interested in recreation;

Prepares and distributes publicity material, and speaks to civic groups on recreation;

Prepares, presents and directs the execution of the budget;

Keeps records and makes periodic reports;

Conducts research and special studies concerning the work of the department and the needs of the community.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of recreation administration theory and practices; good knowledge of the scope and nature of a youth and adult recreation program; good knowledge of athletics, sports, crafts and activities associated with a

formal program; good knowledge of the personnel, maintenance, and equipment requirements of the physical facilities available; working knowledge of budget preparation and maintenance; working knowledge of long range plan development; ability to prepare a functional budget; ability to promote, plan and organize recreation activities; ability to keep records and prepare reports; ability to assign, supervise, and train recreation employees; ability to write narrative reports, office correspondence and program publicity; ability to evaluate present and future needs for recreation in accordance with community changes; ability to speak before a group; ability to get along well with all kinds of people; initiative; assertiveness; resourcefulness; tact; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Recreation and/or Parks Management or closely related field, plus three (3) years full-time or its part-time equivalent paid experience in a supervisory or administrative capacity responsible for planning and implementing recreation programs; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus four (4) years of experience as defined in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Recreation and/or Parks Management or closely related field, plus two (2) years of experience as defined in (A) above; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus three (3) years of experience as defined in (A) above; OR,
- (E) An equivalent combination of training and experience as defined by the limits of (A), (B), (C) and (D).

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** August 8, 1980

**REVISED:** August 30, 1984