

SUPERINTENDENT OF RECREATION AND PARKS

Code No.: 6-19-020

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position in the recreation field involving responsibility for administering the recreation program for the town as well as administering the operations of all parks facilities for the town. The employee's administrative activities focus on long and short term planning, grant applications, fund raising and budget preparation and control. The employee exercises general supervision over a Recreation and parks staff. General supervision is received from the Parks and Recreation Commission and the Town Board. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed).

Administers the work of the Parks and Recreation Department in accordance with policies and local town law;

Prepares, monitors and controls budget, maintains financial accountings and makes budget adjustments;

Promotes recreational programs and park usage through speeches and publicity materials;

Develops both the master and five year plans for Parks and Recreation;

Applies for grants and coordinates and delegates grant components;

Assists in determining property acquisition and subsequently recruits developers, architects, etc;

Approves preliminary budget recommendations submitted by parks and recreation staff;

Approves all specifications for athletic fields and courts, landscaping, jogging trails, playgrounds, etc;

Exercises administrative authority over the development of park property and the recreation programs;

Consults with the Commission or Town Board regarding new programs and facilities and renders progress reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of recreation and park administration theory and practices, good knowledge of budget preparation, maintenance and control; good knowledge of the scope and nature of a youth and adult recreation program; good knowledge of the operational requirements of parks, pools, and recreation centers; good knowledge of athletics, sports, crafts,

and activities associated with a formal program; good knowledge of the personnel and maintenance requirements of the physical facilities available; good knowledge of public administration; good knowledge of long range plan development; ability to develop grant proposals; ability to keep records and prepare reports; ability to organize and supervise the detailed activity of the office; ability to assign, supervise, and train recreation and parks employees; ability to write narrative reports, office correspondence and program publicity; ability to supervise staff; ability to evaluate present and future needs for parks and recreation in accordance with community changes; ability to present information to groups, 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 four year college or university with a Bachelor's degree in Recreation and/or Parks Management or closely related field, plus three (3) years of full-time or its part-time equivalent paid experience in the administration of recreation and/or parks services which shall have been in a responsible supervisory or administrative capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree and four (4) years of full-time or its part-time equivalent paid experience as described in A; 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 full-time or its part-time equivalent paid experience as defined in (A); OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

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.

REVISED: February 28, 1985