

## DIRECTOR OF PARKS AND RECREATION

Code No.: 6-04-037  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative and supervisory position responsible for planning, evaluating, and implementing a recreation program for a town or village and the operation of all parks, playgrounds, centers, and facilities running in conjunction with the program. Administrative activity focuses on coordination of the work of professional and non-professional personnel and coordination of community resources. Where the program is limited in scope, the director may spend a considerable percentage of his/her time providing specific leadership to particular programs. The employee reports directly to and works under the general supervision of the Town Supervisor or other official. General supervision is exercised over a subordinate staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All may 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 local policies and town law;

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

Plans and supervises programs and projects and the operation and maintenance of park areas and facilities;

Prepares and presents preliminary budget;

Monitors and controls the program budget, maintains financial accountings and makes budget adjustments;

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

Prepares bid and purchase requisitions for equipment and supplies;

Prepares and issues regular and special reports on budget, usage, effectiveness, etc.;

Prepares and recommends the adoption of short and long range plans to meet community needs for recreation space, programs, facilities, and personnel;

Consults with the Town Supervisor regarding new programs and facilities and renders progress reports to the Town Board;

Represents the department at meetings involving other departments and community organizations;

Provides leadership in and conducts regular and specialized programs;

Participates in parks, facilities, and equipment upkeep and maintenance;

Submits applications, vouchers and claims for state approval and reimbursement.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of recreation and park administration theory and practices; 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; working knowledge of public administration; working knowledge of budget preparation and maintenance; working knowledge of the town's cultural activities and community celebrations; working knowledge of long-range plan development; ability to prepare a functional budget; ability to requisition and maintain necessary equipment and supplies; 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 teach sports, athletics, or crafts; ability to plan and organize programs, special events, and projects; ability to write narrative reports, office correspondence, and program publicity; ability to supervise staff and work cooperatively with others; ability to evaluate present and future needs for 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 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 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) 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), and (C).

**SPECIAL REQUIREMENTS:**

If you are appointed, you will be required to possess a valid license to operate a vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Depending upon assignment, candidates for employment in Monroe County government, must pass a pre-employment drug test.

**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:** March 24, 1983  
**REVISED:** August 30, 1984  
**REVISED:** April 7, 2005