

ASSISTANT RECREATION DIRECTOR

CODE NO: 6-01-007

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important professional position involving responsibility for assisting a Recreation Director or Director of Parks and Recreation in planning, organizing and implementing the recreation program of a town or village in accordance with the needs of the community. Employees of this class exercise independent judgment and initiative in the organization and supervision of the program. The Assistant Director may spend a considerable percentage of his/her time directly participating in and supervising recreation activities. Direct and general supervision is exercised over subordinate level personnel. 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.)

Assists in the administration of the recreation department as assigned by the Director;

Assists in the planning, organization and administration of recreation activities to insure maximum efficiency;

Cooperates and works with all groups interested in recreation services;

Assists in the selection, training, evaluation and supervision of subordinate recreation personnel;

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

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

Assists in the preparation of the budget;

Prepares periodic activity, program and financial reports;

Maintains attendance and registration records for the entire program;

Attends in-service training institutes and conferences;

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

Represents the Director at meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of recreation administration theory and practices; good knowledge of athletics, sports, crafts and activities associated with a formal program; ability to plan and conduct contests, tournaments, and special events; ability to work well with all age groups; ability to teach sports, athletics, or crafts; ability to improvise and originate programs; ability to maintain records and prepare reports; ability to assign, supervise, and train recreation employees; reliability; resourcefulness; 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 two (2) years of 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 three (3) years of experience as defined 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 one (1) year of 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 two (2) years experience as described in (A); 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.

REVISED: August 30, 1984