

DIRECTOR OF SPECIAL SERVICES-PRC

GENERAL STATEMENT OF DUTIES: Coordinates the planning, promotion, development of the County's special recreational programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner, the incumbent is responsible for the planning, development, promotion, execution and administration of a comprehensive special recreation program in the County to meet special recreational needs. Supervision is exercised over a large number of employees and volunteers.

EXAMPLES OF WORK: (Illustrative Only)

Plans and directs the programs and services for the handicapped, community services and performing arts;

Plans, directs and implements a broad and varied program of recreation activities and services for the Handicapped, senior citizens, camping, music and arts, etc., in accordance with their varied interests;

Conducts research and studies as they relate to senior citizens, handicapped, community services, cultural, and any other that may be assigned by the department;

Consults with the appropriate staff or physical development of recreation and park areas for the handicapped, aged, and other special recreational groups;

Assists in the preparation of grants and other financial programs for Special Services;

Supervises and advises other staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: thorough knowledge of the theory and practice of recreation, organization and administration; thorough knowledge of the activities and problems relating to community recreation programs, handicapped, performing arts, senior citizens and the aged; good knowledge of public administrative principles and practices; ability to promote, plan, stimulate and coordinate recreation and special events in the community; ability to work cooperatively in a leadership capacity with staff of the department as well as the local agencies; good professional and administrative judgment in the planning and carrying out of departmental programs; ability to speak, write and communicate clearly, concisely and effectively; initiative; imagination; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* in Recreation Administration or related field and eight years of full-time paid recreation experience with senior citizens, handicapped, community programs, three years of which shall have been in an administrative or supervisory capacity; or (b) a Master's Degree* in Recreation Administration or related field and seven years of full-time paid experience as stated in (a) including three years of supervisory experience; or (c) satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.