

## PROGRAM ADMINISTRATOR (SPECIAL SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this position is responsible for the planning, development, promotion, execution and administration of a comprehensive special recreation program in the County coordinated with other private and public groups as well as being conducted by the County. Supervision may be exercised over a number of professional, volunteer, and part-time personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Designs, develops, and directs programs and recreational activities for the aging;

Directs the programs and services of the Handicapped Section;

Directs the programs and services of the Community Services Section;

Supervises and directs the programs and services of the Special Recreation Section;

Conducts research and studies of the senior citizen, community services, and cultural services in the County;

Supervises and prepares budget submissions for all areas under these programs;

Works cooperatively with other sections of the department as well as other parts of the County government and the private sector of the community;

Assists in the preparation of promotion material for his responsibilities;

Organizes, produces and supervises appropriate leadership training courses for the Office for the Aging, PRC, and other appropriate agencies;

Consults with the appropriate PRC staff on the physical development of recreation and park areas for the aged and other special groups;

Assists in the preparation of grants and aid for these areas.

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, including services for the handicapped and aged; good knowledge of public administrative principles and practices; knowledgeable about planning, acquiring and equipping appropriate recreation facilities; ability to promote, plan, stimulate and coordinate recreation and special events out in the community; ability to work cooperatively in a leadership capacity with the staff of the department as well as the local agencies; good professional and administrative judgment in the planning and carrying out of the departmental programs; ability to write and communicate clearly, concisely, and effectively; initiative; imagination; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either: (a) five years experience promoting and/or managing parks and recreation programs, one year of which must have been at an administrative or supervisory level; or (b) a Master's Degree and three years experience as stated above in (a) including the one year of specialized experience; or (c) an equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENT: Must possess a New York State operator's license.

\*SPECIAL NOTE: Education beyond the secondary level 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.