

## RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible developing, coordinating and overseeing recreation and special event programming as well as managing the year-round operation and maintenance of a large, active Park and its facilities for the Department of Parks, Recreation and Conservation. This is a professional position with specific responsibility for the planning, development, promotion, execution and administration of a comprehensive recreation program as well as ensuring the proper and safe management of an assigned park facility and its operations. Services are coordinated with public and private groups, and are also conducted by the County. Event programming and park operations must be handled with a significant degree of independence as both special programming and park operations affect thousands of people attending events or visiting parks. Management of contracts is also responsibility of this position and requires incumbents to closely monitor provided services to ensure compliance with park, programming and operational guidelines as well as the terms of contracts to approve payment for work completed. Incumbents, depending on assignment, are required to satisfactorily complete training in assigned areas such as: golf course management; pools and filtration; aquatics; amusement park operations, etc. This class is distinguished from Park Superintendent III in that incumbents assigned to that title are located in a passive use park, with little or no recreational programming. This class is further distinguished from the Curator series in that incumbents in those titles oversee parks/facilities with significant teaching, nature exhibits, museums or historical exhibits. Supervision may be exercised over subordinate paid or volunteer personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Designs, develops and directs a multitude of large scale, county-wide special events, and recreation programs;

Directs and supervises the year-round operation and maintenance of a County Park and its facilities, including such areas as automotive equipment, pool, playground, golf courses etc. to ensure that they are safe, clean and appropriately maintained for public enjoyment and to encourage return visits by virtue of the activities and programs available, in accordance with park policies;

Participates in the development of specifications for contracts providing recreation activities, as well as those contracts developed for various operations within the parks;

Manages the services provided by vendors, such as activities for the disabled, aging, and music and arts camps, as well as those services provided for the proper operation of park facilities;

Assigns, supervises, monitors and may participate in the work of maintaining and operating the parks, amusement parks and golf courses including automotive equipment, pool filtration systems, etc., to ensure a safe, healthy environment;

Recruits, trains, directs and evaluates seasonal and annual staff with a view towards developing a public service attitude and to improve productivity, safety and compliance with established procedures for improvement of operations and maintenance;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Works closely with volunteer committees in presenting programs for residents, such as, the Cheerleading Festival, Antique Fire Muster, Youth Basketball Tournaments, etc.;

Actively seeks sponsorship funding for recreational services;

Designs, develops, directs, maintains and coordinates public/private partnerships to provide large scale County-wide recreation programs;

Prepares, monitors and administers trust fund revenue and expenses for programmatic services, such as Bike It Sundays, Croton Point Park Festival, Citibank Holiday Show, etc.;

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

Maintains close working relationships with local recreation and park providers to avoid duplication of program offerings and to foster a mutually helpful environment;

Evaluates all programs in area to which assigned, preparing reports and recommendations, as required;

Interprets programmatic activities to the community through speeches, written articles and conferences, participates in community meetings and organizational planning, and supervises the maintenance, construction and repair of facilities and equipment;

Develops, for approval, and participates in the preparation of promotional materials for the recreation programs;

Prepares and controls budget for assigned areas;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory and practice of recreation and administration; thorough knowledge of the activities and problems relating to community recreation programs as well as park facilities; thorough knowledge of the principles and practices of leisure recreation; thorough knowledge of the types of facilities found in public park areas; good knowledge of planning, acquiring and equipping recreation facilities; ability to organize, promote, stimulate and coordinate recreation programs and special events; ability to work cooperatively in a leadership capacity with the staff of the department as well as the local

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd)

agencies; ability to plan, layout and supervise staff, volunteers, contracted vendors and program participants; ability to write and communicate clearly, concisely and effectively; good professional, programmatic judgment in the planning and implementation of department programs; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate effectively in English sufficiently to perform the essential functions of the position; imagination; integrity; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Recreation or an allied field and five years of experience where the primary function of the position was in either (a) promoting, conducting and managing recreation activities and programs, or (b) the management of a recreation area or facility.

SUBSTITUTIONS: Course work toward a Master's Degree\* in a recreation-related field may be substituted for the experience listed above at the rate of 30 credits\* per year of experience.

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

NOTE #1: Incumbents are required to satisfactorily complete any training required to safely and effectively manage park operations such as: golf course management; pools and filtration; aquatics, amusement park operations, etc. This training requirement must also be fulfilled if an employee is re-assigned to another area of park operations.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.