

STAFF ASSISTANT (PARKS, RECREATION AND CONSERVATION)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for performing support functions to implement the goals of the department. An incumbent may conduct special studies, prepare reports, make recommendations, concentrate in a specific area of the department, etc. An incumbent is expected to exercise independent judgement within established policies and procedures. Supervision is exercised over subordinate clerical and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Recruits, trains and evaluates volunteers and staff for the various recreation and environmental programs;

Analyzes statistical and financial studies and reports and makes recommendations based on such information;

Reports status of problems to supervisor and participates in planning and implementing solutions;

Assures that supplies, equipment and materials are available for programs;

Assigns, supervises and provides orientation to volunteers and staff;

Prepares exhibits for presentation at PRC programs;

Coordinates grant applications and participates in the administration of grants;

Represents supervisors in contacts with the public;

Assembles information for various departmental reports, including budget preparation, and financial reports;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Knowledge of the principles and practices of recreation administration; ability to plan, organize, evaluate and supervise recreational programs and events; ability to use computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to communicate effectively, both orally and in writing; ability to deal effectively with the public; initiative; good judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and four years experience or its part-time equivalent in which the primary function of the position was recreational activities, ecology programs, nature conservancy or staff support in parks administration.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year-for-year basis for up to four years of the above experience.

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

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

West. Co.
J. C.: Competitive
RRRF

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Job Class Code: H0428
Job Group: VIII

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