

## ASSISTANT SUPERINTENDENT OF RECREATION

GENERAL STATEMENT OF DUTIES: Responsible for administrative planning, organization and supervision of a large public recreation and parks program as the general assistant to the Superintendent; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation, an incumbent of this position performs important professional and administrative work involving the responsibility for planning and implementing major segments of the comprehensive recreation program. The Assistant Superintendent of Recreation exercises considerable latitude for professional independent action and initiative in the organization and guidance of the Department's programs. Supervision, either general or direct, may be exercised over subordinate level personnel.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in the administration of the recreation and park program as assigned by the Superintendent;

Acts for the Superintendent in his/her absence;

Assists in the organization and administration of recreational activities and park operations to insure maximum efficiency;

Assists in the selection, supervision and training of staff;

Assists in budget preparation and fiscal controls and accounting;

Gives appropriate direction to staff personnel;

Evaluates the effectiveness of Departmental services and personnel through studies and reports;

Participates in establishing and promoting a public relations program for the Department;

Serves as a general assistant to the Superintendent in all matters where required;

Supervises the maintenance, construction and repair of facilities and equipment;

Contracts and works with all organizations interested in recreation activities;

Organizes and schedules club activities;

May act as a sports official;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory, principles, objectives and practices of a public recreation program; good knowledge of the purpose use and benefit of sports, games, arts and crafts, dramatics dancing music and other activities in a municipal recreation program; good knowledge of the organization, operation and services rendered by other municipal agencies; familiarity with the methods and procedures involved in budget preparation and administration of personnel practices, interviewing and employment procedures; familiarity with general business management and administrative techniques; ability to organize, develop and maintain a comprehensive recreation and park program; ability to supervise technically-trained personnel in related fields; the ability to communicate and cooperate with other organizations and the public; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's Degree\* in Recreation, Parks, or Physical Education and two (2) years paid experience in the conduct of recreation activities or operating recreation facilities, including or supplemented by one (1) year of supervisory experience; or (b) a Master's Degree\* in Recreation, Parks, or Physical Education and one (1) year paid experience in the conduct of recreation activities or operating recreation facilities, including or supplemented by one (1) year of supervisory experience; or (c) a Bachelor's Degree\* in a closely related or allied field (i.e., sports management, leisure studies, therapeutic recreation, or other recreational degrees) and four (4) years of paid experience as in (a) above including the supervisory experience; or (d) possession of current Certified Park and Recreation Professional or Certified Leisure Professional status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates and two (2) years of paid experience as in (a) above including the supervisory experience; or (e) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Credits completed toward the specified Master's Degree\* may be substituted on a month for month basis for experience in the conduct of recreation activities or operating recreation facilities. (30 credits = 1 year).

\* Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post secondary degree granting organization or the degree program must be accredited or recognized by the National Council on Accreditation.