

ASSISTANT TO COMMISSIONER - PARKS & RECREATION
(TOWN OF GREENBURGH)

GENERAL STATEMENT OF DUTIES: Provides administrative and program development assistance within a department of Parks and Recreation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner and/or Deputy Commissioner of Parks and Recreation, assists in the formulation of department policies, practices, procedures and programs. The incumbent is responsible for the development and evaluation of recreational programs specifically addressing the needs of the Senior Citizens. In addition, the incumbent assists in the preparation, execution and monitoring of the Department grant proposals and the handling of all press releases. The work is carried out with considerable latitude permitted for the exercise of independent judgment. Supervision is exercised over the work of subordinate personnel, including administrative and clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Relieves the Commissioner of administrative work which relates to program development, press releases, policy formulation and grant development, as assigned;

Works with the Commissioner in developing, coordinating and evaluating activities, programs and services which address the needs of the senior citizens;

Administers and assesses senior citizen programs which provide for social, recreational and nutritional needs;

Supervises the administrative personnel of a nutrition program, servicing both congregate and homebound meals;

Maintains and analyzes detailed records and reports relating to the nutrition program;

Identifies grant funding sources for all recreational programs and services;

Represents, coordinates and promotes a public relations program in conjunction with department staff, media sources and community groups to inform the public of program objectives and services;

Prepares press releases for media sources;

Assists in the development of management policies and procedures;

May be involved with other recreational program planning as directed by the Commissioner i.e. summer concert series, special events, athletic programs, etc.;

May use computer application software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of organization planning, program management and policy development; good knowledge of programs and activities for senior citizens; good knowledge of grant funding resources; good knowledge of public relations techniques; ability to obtain and analyze facts and exercise sound judgment in arriving at conclusions; ability to communicate clearly and effectively both orally and in writing; ability to plan and supervise the work of others; ability to use computer application software; ability to establish and maintain cooperative relations with department heads, administrators, employees and public at large; initiative and resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either: (a) graduation from a recognized college or university or (b) an Associate's Degree and two (2) years of experience involving development and administration of recreational programs; or (c) four (4) years of experience as outlined in (b) or (d) a satisfactory equivalent combination of the foregoing training and experience.