

ASSISTANT DIRECTOR OF PARKS AND RECREATION

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for assisting in the planning and coordination of park and recreation services, including specific responsibility for planning, organizing and supervising one or more major segments of the recreation program, such as programs for a geographical area of the community, recreation/parks department units, or specific activities (gymnastics, slimnastics, etc.). Work is performed under direct supervision of the Director of Parks and Recreation. Supervision, either direct or general, may be exercised over subordinate level personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the planning and coordination of recreation services;
Plans, organizes, promotes and conducts a specific segment or segments of the recreation program (i.e., gymnastics, etc.);
Researches and prepares information for the Director of Parks and Recreation in the budget process;
Maintains records and makes reports;
Teaches, coaches and supervises athletics, programs, trips and events;
May prepare or assist in the preparation of publicity and/or meet and speak with local groups;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of recreation administrative theory and practices; working knowledge of community organization and supervisory techniques; ability to plan, organize and promote recreation activities; ability to communicate effectively, orally and in writing with groups and individuals; ability to stimulate and hold the interest of participants in both individual and group activities.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree in recreation or a related field; or
- b) Bachelors degree, and one (1) year or four (4) seasons of paid experience in the conduct of recreational activities; or
- c) An equivalent combination of training and experience as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level 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.