

ASSISTANT DIRECTOR OF RECREATION AND PARKS

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Director, is responsible for assisting in the organization and administration of recreation and parks services. Specific responsibility for planning, organizing and supervising one or more major segments of the recreation and parks program, such as supervising waterfront activities, staff and participants, insuring that safety procedures, equipment, etc., are always maintained. Additional responsibilities may include assignment of other agency units or specific activities (athletics, maintenance, etc.). 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 administration and organization of the total comprehensive program;

Assists the Director in planning, organizing, promoting and directing specific recreation activities and specific events;

Assists with the maintenance of facilities and equipment;

Assists with the preparation of publicity for assigned portion of the program;

Prepares special reports for Director regarding needs and effectiveness of services in his or her assigned area;

Assists with the preparation of press releases;

Prepares daily and weekly work schedules, reports and conducts personnel evaluations;

Conducts safety drills and swim lessons and determines swim levels of participants;

Orders, maintains and inspects safety and operational equipment;

Screens for appropriate certification and experience of lifeguards and makes hiring recommendations;

Establishes training program for lifesaving and first aid skills;

Sets up and equips first aid station(s);

Acts as liaison with the State and County Health Departments, as well as OSHA, the American Red Cross and recreation program insurance company to ensure all safety regulations, reports, plans and certifications are updated and meet requirements;

Conducts waterfront, health and safety personnel certification courses;

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.*

ASSISTANT DIRECTOR OF RECREATION & PARKS (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of waterfront safety rules and regulations; thorough knowledge of waterfront rescue techniques; good working knowledge of recreation and park administration theory, principles and practices; good knowledge of community organization and supervisory techniques; good knowledge of first aid procedures and techniques; the ability to plan, organize and promote recreation activities; ability to communicate effectively with groups and individuals; ability to exercise judgment in problem solving and evaluation; ability to work with others and guide subordinate personnel.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors degree in recreation or related field; or
- b) Bachelors degree and one (1) year experience in conducting recreation programs; or
- c) An equivalent combination of (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.

SPECIAL REQUIREMENT:

Possession of valid, up-to-date certificates for

1. First Aid;
2. Cardiopulmonary Resuscitation (CPR);
3. Progressive Swimming Instructor;
4. Lifeguard; and
5. Waterfront Safety Instructor.