

DIRECTOR OF PARKS AND RECREATION

DISTINGUISHING FEATURES OF THE CLASS: This is important professional and administrative work involving responsibility for planning and implementing a recreation and park program to meet the needs and interests of a given population. Responsibilities include coordination of the work of professional and non-professional personnel and coordination of other community resources for the implementation of services. Work is performed under general direction of the appropriate governing authority. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers the work of the recreation and parks department in accordance with the policies established by the governing authority;

Promotes the organization and administration of recreation activities and park operations to insure maximum efficiency;

Recruits, selects, assigns and trains department personnel, develops and maintains good work relationships;

Plans for the acquisition, design and construction of recreation and park facilities;

Prepares, directs, controls and accounts for the fiscal operations of the departmental program;

Evaluates the effectiveness of the department's program and services through research and studies;

Represents the department at meetings involving other departments and community organizations;

Organizes and promotes a public relations program;

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: Thorough knowledge of recreation and park administration theory, principles and practices; good knowledge of community organization, public administration and management techniques; ability to organize, develop and maintain a comprehensive recreation and park program under conditions where precedent is not available; ability to supervise technically-trained personnel in related fields; ability to establish and maintain effective working relationships; ability to cooperate with other organizations and the public; ability to communicate effectively both orally and in writing; good professional judgment; tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in recreation or a related field, and two (2) years experience in the administration of recreation and/or park services which shall have been in a responsible supervisory or administrative capacity; or
- b) Bachelor's degree, and three (3) years experience in the administration of recreation and/or park services which shall have been in a responsible supervisory or administrative capacity.

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.