

ASSISTANT RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Assists in the maintenance and operation of a municipal Ice Arena or multipurpose facility; plans, organizes, supervises, and engages in, activities relating to other segments of the municipality recreation program, with varying assignments, as occasioned by the changes in program focus, adapted to meet seasonal needs. Work is performed under the general supervision of the Recreation Director, latitude is given for the exercise of independent judgment in carrying out assignments. Direct supervision may be exercised over a small number of clerical and operational personnel. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Assists in the planning, organizing, and implementation of programs and events;
Serves as facility manager in the Recreation Director's absence;
Monitors the condition of physical recreational properties and equipment, and provides appropriate remedial action as the need arises;
Provides for good order and safe conditions at all municipal recreation facilities under his/her supervision;
Tallies and accounts for admission, concession, and rental charges;
Operates equipment relating to the area of assignment, such as pool-cleaning devices, solar blankets, ice re-surfacing equipment, skate-sharpening implements, etc.;;
Certifies employees' time records.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of the facilities and equipment common to recreation programs; good knowledge of first aide procedures; working knowledge of the theory and practice of community recreation programs; working knowledge of personnel and accounting procedures; ability to work in harmony with subordinates and to direct them effectively; ability to carry out directives and policies; good moral character.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of an Associate degree in Recreation, Business Administration, or related field;

OR:

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MINIMUM QUALIFICATIONS, Cont'd:

- B. Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education and two (2) years full-time, paid experience in the field of recreation, one (1) year of which was in a supervisory capacity;

OR:

- C. Any equivalent combination of training and experience indicating the ability to perform the duties of the job.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

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