

Jurisdictional Class: Competitive
Adopted: March 16, 1992
Revised: August 3, 2010

SUPERINTENDENT OF RECREATION

DISTINGUISHING FEATURES OF THE CLASS: This is important professional and administrative work in the field of recreation as the administrator of the Recreation Department. The work involves the responsibility for planning and implementing a recreation program suitable to the interests and needs of the community, including the planning for and the utilization of desirable facilities. Where the program is limited, the incumbent may be expected to spend a considerable percentage of time giving specific help to particular programs and activities. This position may involve the leadership, supervision, and coordination of large numbers of professional and nonprofessional recreation personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Contacts and works with all groups interested in recreation;
Plans ways and means to develop, finance, and provide for the departmental program;
Promotes the organization and administration of recreation activities in an attempt to insure maximum efficiency;
Plans for and supervises the conduct of the program and provides for necessary supplies and equipment;
Selects and provides for the professional growth of the departmental staff;
Organizes for the best use of, supervision of, and maintenance of facilities;
Prepares and distributes publicity material and speaks to civic groups on recreation;
Represents the department at meetings;
Prepares, presents and directs the execution of the budget;
Keeps records and makes periodic reports;
Conducts research and special studies concerning the work of the department and the needs of the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administrative theory and practices;
Knowledge of planning, acquiring and equipping recreation facilities and areas;
Some knowledge of public administration;
Ability to promote, plan, and organize recreation activities under conditions where precedent is not available;
Ability to work with groups of people of all ages;
Ability to speak before a group;
Ability to write clearly and concisely;
Sound professional judgment.

Superintendent of Recreation

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in recreation or similar field and three (3) years of supervisory or administrative experience in the conduct of recreation activities; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in recreation or similar field and two (2) years of supervisory or administrative experience in the conduct of recreation activities; or
- (c) An equivalent combination of training and experience as defined in (a) and (b) above.

NOTE: Minimum acceptable training is a Bachelor's Degree with required experience.

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.