

## SUPERINTENDENT OF RECREATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the local Recreation Commission or the local governing body or official, the incumbent in this position is responsible for performing important professional and administrative work in the field of recreation, as the administrative head of a recreation department. This position includes responsibility for planning, organizing, promoting, developing, implementing, directing, and coordinating the public recreation and/or park programs and functions suitable to the needs and interests of the community and the planning for and utilization of desirable facilities. Administrative activity focuses on coordination of the work of professional and non-professional personnel and coordination of other community resources for the implementation of services. Where the program is limited, the Superintendent of Recreation may be expected to spend a large percentage of time directing particular programs and activities. This position involves the supervision of large numbers of professional, non-professional and seasonal staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Administers the work of the recreation and/or parks department in accordance with the policies established by the local governing body;

Plans and directs a broad and varied program of recreation activities for all age groups and interests;

Directs the work of professional recreation personnel engaged in planning, organizing, promoting, developing, coordinating and supervising the major municipal recreation programs;

Reviews and analyzes the progress and effectiveness of public recreation programs;

Examines adequacy of programs and activities in various sections of the locality through research and studies;

Makes recommendations effecting policy formulation and the addition, deletion, or revision of programs, locations or activities;

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

Recruits, selects (subject to personnel policies of the jurisdiction), assigns, develops and trains the professional, non-professional, volunteer and other personnel needed for the successful operation of the agency;

Prepares, justifies, administers and controls the departmental budget having responsibility for fiscal operation of said budget;

Organizes and promotes a public relations program;

Makes public appearances and meets with community civic groups to explain the organization, its purposes, services and activities;

Represents the department at municipal meetings;

EXAMPLES OF WORK: (Illustrative Only)

Initiates property acquisition, design preparation and project construction of recreation and park facilities;

Cooperates with local agencies in planning leisure-time activities;

Provides for the necessary supplies and equipment;

Plans for, manages and directs the maintenance of the departments' recreational facilities and parks;

Directs and/or organizes special activities;

Prepares reports, records, schedules, including supervising the keeping of time and attendance records;

Administers the maintenance of records and files;

Supervises a staff of professional, non-professional maintenance, seasonal and volunteer personnel;

May organize and schedule club activities;

May participate as a program leader;

May directly schedule, supervise or direct a sports program;

May act as a Sports Official;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory, principles, practices, and objectives of public recreation; thorough knowledge of the purpose, use and benefit of sports, games, arts and crafts, dramatics, dancing, music and other activities in a municipal recreation program; thorough knowledge of the organization, operation and services rendered by other municipal agencies; good knowledge of the methods and procedures involved in budget preparation and administration of personnel practices, interviewing and employment procedures; good knowledge of planning, acquiring and equipping recreation facilities and areas; good knowledge of general business management; familiarity with the application of psychology, sociology and other social sciences to municipal recreation work; ability to organize, develop and maintain a comprehensive recreation and park service on a municipal level; ability to promote, plan and organize recreation activities under conditions where precedent is not available; ability to supervise and train subordinate personnel; ability to meet and deal effectively with the public; ability to organize, lead and supervise recreational activities; ability to communicate effectively, both orally and in writing; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree\* in Recreation, Parks Resources, Leisure Services, or Physical Education and three (3) years experience where the primary function was the conduct of recreation services, activities, or programs or the operation of recreation facilities, including two (2) years of supervisory experience; or (b) a Bachelor's Degree\* in Sports Management, Therapeutic Recreation, or a closely related field and five (5) years of experience as indicated under (a) including two (2) years of supervisory experience; or (c) possession of current Certified Park and Recreation Professional (CPRP) status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates and three (3) years of experience as indicated under (a) including two (2) years of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 college credits towards a Master's Degree\* in one of the fields specified in (a) or (b) above may be substituted at the rate of 30 credits equal to one year of experience cited in (a). There is no substitution for the two years of experience in a supervisory capacity.

\*SPECIAL NOTE: Education beyond the secondary level 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.

Towns, Villages,  
Cities of Rye and Peekskill  
J. C.: Competitive  
MPM3  
1h

Job Class Code: 0260