

ASSISTANT COMMISSIONER - DEPARTMENT OF COMMUNITY RESOURCES  
(Town of Greenburgh)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of the Department of Community Resources in the Town of Greenburgh, an incumbent of this position assists in the overall operation of the community center and in the supervision of the community center's activities and programs. The incumbent assists in the planning, development and implementation of various athletic, recreational, educational, cultural and social activities for participants of all age groups. The incumbent will attend community meetings to promote these activities and will be primarily responsible for the operation of the center in the evenings and on weekends, as needed. Supervision is exercised over subordinate personnel, including professional, paraprofessional and clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the operation of the Community Center; works a flexible schedule to include evenings and weekend hours;

Assists in the planning, development and implementation of activities and programs for participants of all age groups;

Meets with community agencies, schools, religious groups, etc. to promote the activities of the center and to identify additional needs of the community;

Participates in the presentation of information to outside groups to explain and sustain support for the policies and programs of the center;

Assists in the development of youth and adult workshops;

Acts as advisor to youth groups providing counseling, mentoring and encouragement;

Works with current staff to increase development of athletic programs for adults and youths, i.e. baseball, basketball, golf, etc.

Conducts staff meetings to discuss programming;

Works with outside agencies for procurement of fields and gymnasiums needed for additional recreational programs;

Maintains inventory of sports and recreational equipment;

Maintains program rosters and activity records;

Recruits and interviews referees and coaches, either volunteer or paid, required for athletic events and recreational programming;

Plans and directs the summer camp programs;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory, principles, practices, and objectives of recreation; good knowledge of activity program planning and development; good knowledge of program presentation and evaluation techniques; good knowledge of community services and needs; ability to develop and administer services and programs to meet specific community needs; ability to promote agency initiatives and activities; ability to organize and delegate work assignments; ability to assess and supervise the performance of personnel and programs; ability to communicate effectively both orally and in writing; ability to work effectively with staff, community agencies, officials, and public; ability to maintain records; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; resourcefulness; tact; initiative; creativity; dependability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and two (2) years of experience (pre or post Bachelor's Degree) in which the primary function of the position was planning and developing recreation services, activities or programs, which must have included one (1) year of supervisory experience.

SUBSTITUTION: A Bachelor's Degree\* in Recreation, Leisure Services, Physical Education, Sports Management, Therapeutic Recreation, or a closely related field may be substituted for one (1) year of general experience. There is no substitution for the one (1) year of experience supervising the planning and development of recreation services, activities or programs.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.