



Assistant Superintendent of Parks & Recreation

Job Specification
Classification: Competitive
Series: Recreation
Level: 2 of 2

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for, planning, coordinating, promoting, and implementing recreational programs for the City of Watertown. The incumbent assists the Superintendent with: selecting, training and supervising personnel; developing policy, procedures and lease agreements; developing and implementing the budget; and, enhancing public awareness of recreational activities. Work is performed under the supervision of the Superintendent of Parks and Recreation. Acts as Superintendent of Parks and Recreation during his/her absence. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervise part-time and seasonal employees to include: prioritize and assign work; ensure proper training; adherence to policies and procedures, maintain a healthy and safe work environment; and recommend hiring, termination, and disciplinary actions.
- Recommend improvements of procedures and solutions to administrative problems; develop new programs and policies for the department. Report organizational successes and concerns to the Superintendent of Parks and Recreation.
- Plan activities for the community which addresses the recreational, social and educational needs for a wide range of interests and age groups.
- Consult and confer with groups and staff to plan and conduct recreational activities.
- Organize and implement recreational activities to include schedules and reservations.
- Assess success of recreational activities through personal observation and participant attendance and feedback.
- Conduct interviews and make hiring recommendations for recreation program staff.
- Promote community participation of recreation programs, special events and facilities – solicit feedback, maintain a schedule of events, develop marketing materials, work with the local media, prepare press releases.
- Perform clerical duties associated with position with assistance from Senior Account Clerk Typist and Clerk.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Organization of large events and activities;
- Recreation principles and practices as applied to the management of a municipal recreation program;
- Applicable age-appropriate activities, programs and materials;
- Planning and practices relative to acquiring and equipping recreation areas and facilities;
- Methods, procedures and objectives of an organized recreation service;
- Principles and practices of publicity and public awareness activities;
- Principles and practices of facility management as it relates to buildings, grounds and equipment;
- Principles and practices of business, personnel administration, and supervision;
- Principles and practices of recreation program planning, administration, and supervision.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Promote, plan and organize recreation activities;
- Supervise Parks and Recreation staff;
- Recognize the needs and interests of the community;
- Work with groups of people of all ages;
- Use a computer and related software applications to develop program promotional materials;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations;
- Coordinate a variety of functions simultaneously;
- Develop, implement, interpret and explain policies and procedures;
- Establish and maintain an effective working relationship with government agencies, private businesses, the public, and the media;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, and the general public;
- Speak before groups and public gatherings.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelors' Degree or higher in recreation administration, physical education, public or business administration or closely related field and (two) 2 years of supervisory experience in recreation or related field.

Licensing requirements: Valid NYS Driver's license appropriate for vehicles to be driven.

SPECIAL NECESSARY REQUIREMENT: NYS Pool Operators Course Certification must be obtained within one (1) year of appointment and maintained for continued employment.

Classification history:

Adopted: 1/28/2015