



# Superintendent of Parks & Recreation

Job Specification  
Classification: Non-competitive  
Series: Recreation  
Level: 2 of 2

**DISTINGUISHING FEATURES OF THE CLASS:** This is the senior level of the Recreation series and is responsible for planning, directing and implementing all the recreational programs. The incumbent selects, trains and supervises personnel, manages finances and performs public awareness activities. This position differs from that of the Parks and Recreation Program Manager by the virtue of the fact that the Superintendent of Parks and Recreation has responsibility for all of the City's recreation programs, facilities and personnel. The incumbent assigns responsibility for a particular program(s) to the Parks and Recreation Program Manager. The work is performed under the general supervision of the City Manager with leeway allowed for exercise of independent judgment in carrying out the details of the work in accordance with established policies and procedures. Supervision is exercised over all Parks and Recreation staff whether on a full time, seasonal or part time basis. The incumbent does related work as required.

**EXAMPLES OF WORK ACTIVITIES:** (Illustrative only)

- Supervises staff to include: prioritizing and assigning work; ensuring staff is trained; ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Oversees the development and implementation of programming for recreation centers and parks, and/or other applicable sites.
- Recommends improvement of procedures and solutions to administrative problems; develops new programs and policies for the department.
- Oversees and manages facility maintenance and operation.
- Develops, administers and monitors the departmental and capital projects budgets including allocating resources and approving expenditures.
- Networks with other community agencies that have a direct relation to the operation and function of the department.
- In coordination with the Parks and Recreation Program Manager, reviews and evaluates existing programs and recreation needs to assure maximum utilization of staff resources and available facilities.
- In coordination with the Parks and Recreation Program Manager, conducts public awareness activities including press releases and public speaking.
- Oversees control of inventory of recreational supplies and equipment as required.
- Develops and/or reviews informational materials used to promote recreation programs, special events, and facilities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- 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;
- Public relations principles to promote and communicate City parks and recreation programs and City facilities;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** (continued)

Knowledge of: (continued)

- Budgeting principles to track and monitor budget; recordkeeping practices and principles;
- Municipal recreation operations and administration theories, principles, and practices;
- Community demographics;
- Applicable federal, state, and local laws, codes, regulations, policies, rules, and regulations.

Ability to:

- Plan, organize, coordinate, administer and evaluate the effectiveness of programs and provision of services related to program activities;
- Prioritize and assign work;
- Develop departmental policies and procedures;
- Use a computer and related software applications;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations;
- Oversee the development and delivery of recreation programs;
- Manage operation and maintenance of recreation program sites, facilities, and equipment;
- Analyze and evaluate program effectiveness;
- Manage the preparation and maintenance of records and reports;
- Monitor and administer budgets;
- Speak in public;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public.

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 Business Administration, Public Administration, Facilities Management, Recreation Administration or related field, and four (4) years of full time paid experience in the management of a business, organization or program; or facilities maintenance; or recreation administration, one year of which must have been in a supervisory capacity.

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:**

Revised: 8/16/2011