

## **Director of Recreation Tompkins County**

**Department:** Various Agencies Throughout Tompkins County  
**Classification:** Full-time Competitive, Part-time Non-competitive  
**Approved:** 10  
**Revised:** 11/84; 08/88; 10/02; 7/13  
**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered university with a Masters degree in Recreation, Physical Education or a related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree in Recreation, Physical Education or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working for the parks service or administering a recreation program, one year of which was supervisory; **OR**
- (c) Graduation from a regionally accredited or New York state registered four year college or university with a bachelors degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was supervisory; **OR**
- (d) Graduation from a regionally accredited or New York state registered college with an Associates degree **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was supervisory; **OR**
- (e) Graduation from high school or possession of a high school equivalency diploma **AND** eight years of full-time paid (or the equivalent part-time and/or volunteer) experience in a recreation program, one year of which was supervisory; **OR**
- (f) Any combination of training and experience equal to or greater than that described in (a), (b), (c), (d) and (e) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**NOTE:** The Masters or Bachelors degree in Recreation, Physical Education or a related field, as described in (a) or (b) above, must have contained at least fifteen credit hours of professional recreation including but not limited to administration, philosophy, and program development.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative and supervisory position involving responsibility for planning and implementing a town or village recreation program. The Director of Recreation coordinates the town or village recreation program with other available community resources and programs. The work is performed under the general direction of the Recreation Commission and involves exercising supervision over the work of all recreation personnel. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Administers the work of the recreation department within established policy;  
Promotes the organization of recreation activities to insure maximum efficiency and utilization;  
Recruits, selects, assigns and trains department personnel;  
Plans for the acquisition, design and construction of recreation facilities;  
Prepares, directs, controls and accounts for the fiscal operation of the departmental program;  
Evaluates the effectiveness of the department programs and services;  
Represents the department at meetings involving other departments and community organizations;

Organizes and promotes a public relations program.

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

Thorough knowledge of recreation administration theory, principles, and practices;

Working knowledge of community organization, public administration and management techniques;

Ability to organize, develop and maintain a comprehensive recreation program;

Ability to supervise technically trained personnel; Ability to communicate and cooperate with other community organizations and the public;

Good judgement;

The employee's physical condition shall be commensurate with the demands of the position.

Originally created 10/27/1970

D19.doc