

## **Director of Recreation (Part-time and Seasonal) Tompkins County**

**Department:** Various Municipalities  
**Classification:** Non-competitive  
**Approved:** 10  
**Revised:** 11/84; 8/88 10/02; 3/13  
**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree in Recreation, Physical Education, Sport Management or a related field; **OR**
- (b) Associates degree or a minimum of 60 college credit hours of study at a regionally accredited or New York State registered college or university with a focus on Recreation, Physical Education, Sport Management or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a recreation program, one year of which was supervisory; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a recreation program, one year of which was supervisory; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b), and (c) above.

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

### **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 supervision of the Town Supervisor, but reports to the Town Board. The position 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.

### **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 judgment and strong communication and inter-personal management skills;  
The employee's physical condition shall be commensurate with the demands of the position.

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