



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **RECREATION DIRECTOR**
Jurisdictional Class: Non-Competitive (*Part-time)
Competitive (Full-time)
Civil Division: Villages, Towns, School Districts
Adoption: CSM 9/28/85
Revised: CSM 12/17/97; 4/7/98; 8/14/02; 7/12/06; 11/15/06; 7/11/07; 7/11/18

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a town, village, or school and involves responsibility for planning, organizing, and directing a well-rounded recreation program at a youth or civic center. The Director has administrative responsibilities in the areas of program policy and planning, budget development, and supervising subordinate employees assigned to the center. The work is performed under general supervision of either a youth commission, recreation committee, or board with leeway allowed for exercise of independent judgment in carrying out details of the work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops community, educational, social, and youth recreational and craft programs for the center including establishing activity hours and scheduling;
Plans and administers operation of the facility to ensure maximum use by the public;
Assigns and supervises subordinate recreation and maintenance personnel;
Establishes and posts a bulletin listing activities and calendar of events;
Coordinates with other county and state recreation and youth activities programs active in the area;
Oversees the maintenance of the facility and adjacent parking lot areas;
Maintains communications with community residents to ensure that facility programs fill their needs;
Prepares draft budget for the recreation programs and civic center operation;
Interviews and hires subordinate recreation employees for various components of the programs;
Orders and maintains supplies and equipment for the various program components at the center;
Orders, maintains, and controls audio-visual equipment and films used in conjunction with programs;
Establishes good working relationships with citizens' groups, schools, and the general public relative to ongoing or new recreation programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of recreation administration, theory, principles, and practices;
Good knowledge of indoor sports and recreational activities;
Good knowledge of the operation and maintenance of a recreation civic center;
Good knowledge of budget preparation and administration;
Working knowledge of standard building, cleaning, and maintenance practices;
Ability to set up and supply crafts programs for various age groups;
Ability to plan and carry out recreation facility programs;
Ability to meet and deal with the public;
Ability to plan and supervise the work of others;
Willingness to work evenings and weekends as necessary;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in recreation, physical education, sports management, or a closely related arts or recreational field; AND one (1) year of full-time administrative or supervisory experience in a recreation, physical education, athletics or youth program; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree the fields listed in (A); AND three (3) years of administrative or supervisory experience working in a recreation, physical education, athletics, or youth program; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience listed in (B); OR
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE:

If incumbent is fulfilling the duties of Lifeguard and/or Water Safety Swimming Instructor, incumbent must possess the minimum qualifications as listed in the official Cayuga County Civil Service job specification for Lifeguard and/or Water Safety Swimming Instructor, in addition to the minimum qualifications for Recreation Director.