

DEPARTMENT: NORTH TONAWANDA YOUTH, RECREATION & PARKS
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 5, 2009

DIRECTOR OF YOUTH, RECREATION AND PARKS (NORTH TONAWANDA)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the administration of the Youth, Recreation and Senior Citizens programs, and the Parks Department. Duties include the planning and implementing of a recreation, youth and senior citizens program suitable to the interests and needs of the community, and the care and maintenance of the City's park and recreational areas and facilities. Administrative activity focuses on coordination of the work of professional and non-professional personnel and coordination of other community resources for the implementation of services. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Administers the overall work of the department in accordance with the policies established by the City Council;
2. Directs the acquisition, planning, construction and improvement of all park and recreational areas and facilities;
3. Recruits, selects, assigns, trains, supervises and evaluates the work of all department personnel;
4. Prepares the department's budget and directs the controlling and accounting for all department expenditures, revenues and fiscal operations;
5. Organizes, directs and controls all recreation, parks, youth and senior citizens programs;
6. Maintains an effective public relations program and develops constructive relationships with other city departments and community organizations;
7. Evaluates the department's overall effectiveness through formal and informal evaluation procedures;
8. Directs and supervises the maintenance of the City's park and recreational areas and facilities including the City's tree planting program and facilities;
9. Conducts research and special studies concerning the work of the department and the needs of the community;
10. Formulates and executes broad and varied public recreation programs, youth and senior citizen services in cooperation with other community agencies providing recreation, youth and senior citizen programs and services in the community;
11. Serves as technical advisor and member of the Gateway Steering Committee, Youth Board and Golf Course Advisory Committee in formulating policies of recreation activities, services and use of facilities;
12. Promotes professional growth and development of department staff;
13. Keeps abreast of all local county, State and Federal legislation relevant to recreation, parks, youth and senior citizen programs and services;
14. Prepares reports on department progress and needs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation and park administration theory, principles and practices; good knowledge of community organization, public administration and management techniques; working knowledge of governmental accounting and budgetary procedures; basic computer skills; effective speaking and written communication skills; ability to plan, organize, develop, administer and evaluate the effectiveness of a comprehensive recreation, youth, park and senior citizen program and provision of services; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to establish and maintain effective working relationships with others; ability to supervise technically-trained personnel in related department fields; ability to communicate and cooperate with other organizations and the public; ability to foster a spirit of goodwill and cooperation toward/in the community; leadership; good judgment; neatness in appearance; reliability; physical condition commensurate with the demands of the position.

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DIRECTOR OF YOUTH, RECREATION AND PARKS (NORTH TONAWANDA) CONTINUED

MINIMUM QUALIFICATIONS: Candidates must meet one of the following:

1. Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees with a Masters Degree in a Business Related field, Public Administration, Recreation or Physical Education **and** one (1) year of full-time paid experience working in or for a parks, recreation, athletics, senior citizens, youth or physical education program which must have been in a supervisory or managerial capacity;
2. Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees with a Bachelors Degree in a Business Related field, Public Administration, Recreation or Physical Education **and** three (3) years of full-time paid experience working in or for a parks, recreation, athletics, senior citizens, youth or physical education program, one (1) year of which must have been in a supervisory or managerial capacity;
3. Graduation from a regionally accredited college or university or one accredited by New York State Board of Regents to grant degrees with an Associate's Degree in a Business Related field, Public Administration, Recreation or Physical Education **and** five (5) years of full-time paid experience working in or for a parks, recreation, athletics, senior citizens, youth or physical education program, one (1) year of which must have been in a supervisory or managerial capacity.