

Posted: January 18, 2023
Dept: Parks & Recreation Department
Salary Range: \$80,00.00 - \$89,303.00
Respond to: Town of Yorktown, Human
Resources Department
By January 30, 2023

ASSISTANT SUPERINTENDENT OF RECREATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Superintendent of Recreation, an incumbent of this position performs important professional and administrative work in the field of recreation. The incumbent assists the Superintendent in planning and implementing major segments of the comprehensive recreation program. This position includes responsibility for assisting in the planning, organizing, promoting, developing, implementing, directing, and coordinating of public recreation and/or park programs and functions suitable to the needs and interests of the community and the planning for and utilization of desirable 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. Where the program is limited, the Assistant Superintendent of Recreation may be expected to spend a large percentage of time directing particular programs and activities. The Assistant Superintendent of Recreation exercises considerable latitude for professional independent action and initiative in the organization and guidance of the Department's programs. Supervision, either general or direct, is exercised over subordinate professional, non-professional and seasonal staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the administration of the recreation and park program as assigned by the Superintendent;

Acts for the Superintendent in his/her absence;

Assists in the organization and administration of recreational activities and park operations to insure maximum efficiency;

Assists in the selection, supervision and training of staff;

Assists in budget preparation and fiscal controls and accounting;

Gives appropriate direction to staff personnel;

Evaluates the effectiveness of Departmental services and personnel through studies and reports;

Participates in establishing and promoting a public relations program for the Department;

Serves as a general assistant to the Superintendent in all matters where required;

Supervises the maintenance, construction and repair of facilities and equipment;

Contracts and works with all organizations interested in recreation activities;

Organizes and schedules club activities;

May act as a sports official;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the theory, principles, objectives and practices of a public recreation program; good knowledge of the purpose use and benefit of sports, games, arts and crafts, dramatics dancing music and other activities in a municipal recreation program; good knowledge of the organization, operation and services rendered by other municipal agencies; familiarity with the methods and procedures involved in budget preparation and administration of personnel practices, interviewing and employment procedures; familiarity with general business management and administrative techniques; ability to organize, develop and maintain a comprehensive recreation and park program; ability to supervise technically-trained personnel in related fields; the ability to communicate and cooperate with other organizations and the public; ability to communicate effectively, both orally and in writing; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Recreation, Parks Resources, Leisure Services, or Physical Education and two (2) years experience where the primary function was the conduct of recreation services, activities, or programs or the operation of recreation facilities, including one (1) year of supervisory experience; or (b) a Bachelor's Degree* in Sports Management, Therapeutic Recreation, or a closely related field and four (4) years experience as indicated under (a), including one (1) year of supervisory experience; or (c) possession of current Certified Park and Recreation Professional (CPRP) status conferred by the National Recreation and Park Association or one of its authorized and recognized affiliates and two (2) years of experience as indicated under (a) including one (1) year of supervisory experience.

SUBSTITUTION: Satisfactory completion of 30 college credits towards a Master's Degree* in one of the fields specified in (a) or (b) above may be substituted at the rate of 30 credits equal to one year of experience cited in (a). There is no substitution for the one year experience in a supervisory capacity.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Send, fax or e:mail resume, to Town of Yorktown, Attn: Human Resources, 363 Underhill Avenue, Yorktown Heights, NY 10598, FAX (914) 962-0326 or e:mail mgspurning@yorktownny.org. Equal Opportunity Employer.