

Jurisdictional Class: Competitive; Non-Competitive when Seasonal in City of Plattsburgh
Adopted: May 22, 1991
Revised: April 23, 2010

ASSISTANT SUPERINTENDENT OF RECREATION

DISTINGUISHING FEATURES OF THE CLASS: This is important professional work involving administrative duties as well as responsibility for the planning, organizing and supervision of major segments of a community recreation program. Work is performed under the general direction of a Superintendent of Recreation. Supervision, either direct or general, may be exercised over subordinate level employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Contacts and works with all groups interested in recreation;
Assists the superintendent in plans for ways and means to develop, finance, and provide for the departmental program;
Assists in the promotion and administration of recreation activities to insure maximum efficiency;
Assists in planning for activities as assigned;
Consults, advises and gives appropriate direction to leader;
Supervises and assists with the maintenance, construction, and repair of facilities and equipment;
Prepares publicity and news releases for the program;
Represents the department at meetings and speaks to groups on recreation;
Helps in the preparation of the budget;
Keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administrative theory and practices;
Good knowledge of planning, acquiring, and equipping recreation facilities and areas;
Good knowledge of public administration;
Ability to promote, plan, and organize recreation activities under conditions where precedent is not available;
Ability to speak before a group;
Ability to work with groups of people of all ages;
Ability to write clearly and concisely;
Sound professional judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Recreation or a related field and one (1) year of experience in the conduct of recreation activities which shall have been in a supervisory or administrative capacity; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Recreation or a related field and two (2) years of experience in the conduct of recreation activities which shall have been in a supervisory or administrative capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

Assistant Superintendent of Recreation

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.