

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JANUARY 28, 2013

**DEPUTY RECREATION DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work that assists with planning, directing, and administering a multi-sport municipal recreation program. The incumbent may assist in selecting and training personnel and may perform public relations activities under the direction of the Recreation Director. The incumbent acts in the place of the Recreation Director in his absence. General direction is received from the Recreation Director and administrative supervision is exercised over the work of Recreation Leaders, Recreational Aides, Grounds Persons, seasonal help, umpires, clerical staff and others as assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in planning, organizing and directing municipal recreational activities and programs for all age groups;
2. Organizes, schedules and promotes recreation activities for sports and other activities in order to secure maximum use of recreation facilities which may include sports fields, playgrounds, gymnasium, parks, etc.;
3. Supervises the planning and assignment of work including instructing and training staff; checking and approving work; conducting performance evaluations and recommending disciplinary action;
4. Makes recommendations for controls for the fiscal management of the recreation program and/or department;
5. Prepares and maintains department correspondence, reports, records, applications, and grants in collaboration with the Recreation Director;
6. May contact and meet with community organizations interested in recreation programs, promotes sponsored recreation programs, and conducts public relation activities including promoting new recreational programs;
7. Inspects and oversees necessary preventative maintenance and construction of recreational fields, parks, ground and facilities;
8. Ensures that proper safety procedures are taught, implemented, and evaluated as needed;
9. Works on weekends and directs the supervision of recreation department personnel in the absence of the Recreation Director.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of recreation administrative theory, principles and practices; good knowledge of games and other recreation activities; good knowledge of planning and equipping recreation facilities and areas; good knowledge of public information and public relations techniques; working knowledge of governmental accounting and budgetary procedures; ability to plan, organize, develop and promote a comprehensive recreation program; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to recreational program activities; ability to assist in preparing 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 the work of others; ability to communicate effectively both verbally and in writing; ability to foster a spirit of goodwill and cooperation toward/in the Community; willingness to work irregular hours, including weekends and various shifts; leadership; good judgment; neatness in appearance; reliability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS FULL-TIME POSITIONS:**

Graduation from high school or possession of an equivalency diploma **and**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree **and** one (1) year of paid experience working in a recreation, athletics, physical education or youth program; **or**

Three (3) years of paid experience working in a recreation, athletics, physical education or youth program, including work in a municipal recreation program.

**NOTE:** Verifiable part-time experience will be pro-rated to meet the experience requirement.