

**DEPUTY COMMISSIONER OF PUBLIC WORKS-RECREATION
(Town of Union)**

DISTINGUISHING FEATURE OF THE CLASS: Under the general direction of the Commissioner of Public Works the incumbent plans, prepares, implements and evaluates a comprehensive program of recreational events and activities suitable to the needs and best interest of the community. These programs involve youth and adult activities, both seasonal and year round. This position has authority to act for and in place of the Commissioner of Public Works within the assigned areas of responsibility. This position differs from that of the Deputy Commissioner Public Works - Parks in that the incumbent in this position is not responsible for park maintenance. Supervision is exercised over all personnel assigned to recreational programs, events and/or activities.

TYPICAL WORK ACTIVITIES:

Administers a variety of programs in the areas of recreation, special events and activities for the Department of Public Works;

Supervises and evaluates all recreational programs and work of recreation employees;

Recruits, selects, assigns, trains, evaluates and disciplines seasonal recreation staff, student volunteers and interns;

Maintains time sheets and records and oversees that work schedules are adhered to;

Has responsibility for preparing employees work schedules and assigning personnel to related programs and facilities;

Prepares, directs, controls and accounts for the fiscal operations of the recreation division;

Responds to complaints and concerns effectively and efficiently to maintain a positive image and influence in the community;

Orders and authorizes purchases of recreational equipment and supplies in accordance with approved budget;

Consults with park maintenance staff regarding field conditions and equipment;

Consults with Deputy Commissioner of Parks regarding special event scheduling, park and facility maintenance and daily operations of office and staff;

Coordinates recreation activities, programs and facilities within the municipality;
Prepares news releases and quarterly promotional material to optimize community knowledge and involvement in programs;
Attends and represents the Recreation Department at meetings with other municipal departments, community organizations and the general public;
Recommends improvements for the existing recreation areas to the Commissioner of Public Works.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles and practices of park and recreation management and administration;
Good knowledge of the equipment, facilities and personnel necessary to carry out recreation programs and special events;
Knowledge of the principles and practices of supervision;
Knowledge of recreation software used for scheduling, programs, leagues and financial reports;
Knowledge of effective interviewing and selection criteria;
Ability to effectively supervise, organize and coordinate the daily work schedule for recreation personnel;
Ability to plan, coordinate, organize and implement programs and events;
Ability to communicate effectively with groups and individuals;
Ability to work with individuals and organizations at all levels within the community;
Ability to plan and supervise the work of others;
Ability to communicate effectively both orally and in writing;
Tact;
Accuracy;
Initiative;
Integrity;
Dependability;
Resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in parks and/or recreation administration or a closely related field and five

years of experience implementing recreational programs and activities, two of which include supervisory responsibility; OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in parks and/or recreation administration or a closely related field and seven years of experience implementing recreational programs and activities, two of which included supervisory responsibility; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Experience in implementing recreational programs and activities may be substituted for the educational requirement with two years of experience being equivalent to one year of education.

SPECIAL REQUIREMENTS:

Possession of the appropriate level Motor Vehicle Operator's License.