

## Notice of Job Opening

**Position:** **Community Center Director**

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

**Department:** Recreation

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$35,500 - \$53,300 annually  
Commensurate with qualifications and experience

**Schedule:** Monday – Friday 12:00 PM – 9:00 PM

**Application Deadline:** **Until filled**  
All applicants must submit an application online via [jobs.albanyny.gov](https://jobs.albanyny.gov) to be considered for the job opening.

**Residency Requirement:** YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**Background Check:** **The City of Albany will conduct a thorough pre-employment background investigation as part of its consideration of candidates for employment.**  
Applicants must, upon request, provide documentation regarding their educational, employment, criminal, and driving records, and/or authorize the City to obtain those records. Applicants must also provide the necessary fees for the fingerprint processing. -- Background investigation results will be considered pursuant to Corrections Law Article 23-A as well as relevant federal law. A criminal conviction will not necessarily result in disqualification for employment. Rather, such factors as relationship to the job, age at the time of conviction, length of time since conviction(s), the seriousness and nature of the crime, and any rehabilitation will be considered.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Reposted Thursday, July 13<sup>th</sup>, 2023**

## **COMMUNITY CENTER DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work of a Community Center Director involves: supervision and direction of the recreation programs, activities and events at a Community Center. The incumbent may be expected to spend some of the time in a specific leadership role. The work is performed under the general supervision of the Recreation Program Coordinator. Supervision is exercised over the work of Recreation Aides, seasonal and contracted program staff.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists in the operation and maintenance of the Community Center and/or Youth Center facility;
- Exercises professional judgment and responsibility in the conduct of the specialty activities for various age groups;
- Enforces the rules and regulations of the Community Center and/or Youth Center;
- Incorporates the activity into an acceptable total philosophy of recreation, and interprets this to the participants and to the general public in an effort to motivate expanded interest in the activity;
- Assists other recreation leadership staff in working with the specialized activity to meet the specific interests of people in the community;
- Trains and supervises assigned professional staff and volunteers in the activities and related services;
- Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of both theory and practices of a particular hobby, specialty or recreational interest, including equipment and materials utilized;
- Working knowledge of community organization and supervisory techniques;
- Ability to plan, organize and promote recreation activities;
- Ability to assess resources and facilities realistically;
- Ability to communicate effectively with groups and individuals;
- Ability to establish and maintain good working relationships with others;
- Ability to supervise and guide subordinate personnel;
- Ability to exercise good judgment in problem solving and evaluation;
- Physical condition commensurate with the demands of the position.

SEE REVERSE SIDE

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant Associate's Degrees and one (1) year experience in recreation, community service work, education or any other activity involving service to youth.; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in recreation, community service work, education or any other activity involving service to youth.; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Revised: 4/18/79  
3/18/87  
11/15/89  
10/25/00  
4/28/22