



CITY OF ALBANY
HUMAN RESOURCES
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PLEASE POST CONSPICUOUSLY
January 16, 2020

TO: All City of Albany Departments & Divisions

SUBJECT: Notice of Job Opening –

Teen Center Director
Department of Recreation

The **Department of Recreation** has one (1) vacancy for the position of **Teen Center Director** at a rate of **\$14.26/week @ 25 hours/week**.

Monday – Friday: 5 hours per day (Saturdays may be needed)

Applicants must meet the minimum requirements as outlined in the attached job description. This position is a competitive class Civil Service position that may be filled on a provisional basis pending the outcome of the Civil Service examination.

Anyone who is interested in applying for this job should submit an application online at **jobs.albanyny.gov** to be submitted no later than 11:59 p.m. **Friday, February 14, 2020**.

EFFECTIVE 2/26/15 LOCAL LAW F – 2014

Section 62-1 of Chapter 62 of the Code of the City of Albany.

D. Residency for new employees. Except as otherwise provided by the section, the Common Council hereby establishes a residency requirement for all prospective employees of the City. Every person initially employed by the City of Albany, shall, as a qualification of employment, be or become a resident of the City of Albany within 180 days of the date of initial appointment for said City. Furthermore, employees hired after the effective date of this section shall continue to be a resident of the City of Albany throughout their employment with the City, and the failure to move into the City, shall be deemed a voluntary resignation. The City may require annual proof of residency from affected employees.

PLEASE POST FOR 20 (TWENTY) BUSINESS DAYS UNTIL
FRIDAY, FEBRUARY 14, 2020.

An Equal Opportunity /Affirmative Action Employer

TEEN CENTER DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work of a Teen Center Director involves: supervision and direction of the recreation programs, activities and events at a Teen 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 Facilities Supervisor. Supervision is exercised over the work of Recreation Assistants and Recreation Aides.

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 or community service work; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience in recreation or community service work; **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