

## **DEPUTY COMMISSIONER OF RECREATION**

**DISTINGUISHING FEATURES OF THE CLASS:** Work is performed under the general supervision of the Commissioner of Recreation. The incumbent plans, organizes, integrates, and evaluates the work of the Department and is responsible for: recruitment, employment, release of personnel, evaluations, and establishing department-wide goals, objectives, policies, and procedures. Work includes financial management, planning and managing administration, personnel and operations of the Recreation Department. Duties are performed under the general direction of the Commissioner with leeway allowed for the exercise of independent judgement in carrying out the functions of the division. Direct supervision is exercised over the work of subordinate staff and clerical personnel assigned to the division.

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

- Participates in negotiations with contractors, consultants, vendors, organizations, and other public agencies;
- Plans, organizes and directs the daily operations of a complex recreation department;
- Promotes the organization and administration of recreation activities to ensure maximum efficiency and use of facilities;
- Reviews all departmental reports and presentations;
- Analyzes and makes recommendations on complex management and administrative issues;
- Understands, interprets, explains and applies City policy and procedures;
- Prepares clear, concise and comprehensive correspondence, reports, studies, etc.;
- Exercises tact and diplomacy in dealing with sensitive, complex and confidential issues and situations;
- Responds to the needs of the public;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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

- Comprehensive knowledge of principles, practices and techniques of organizational design and development, public administration, public financing, financial management, short and long-range planning as they apply to municipal recreation programs;
- Comprehensive knowledge of research methods and analysis techniques;
- Good knowledge of theory, principles, practices and modern trends in the fields of recreation and community service programs;

- Good knowledge of City functions and associated management, financial and public policy issues;
- Good knowledge of principles and practices of budgeting, purchasing and maintenance of public records;
- Good knowledge of principles and practices of effective human resources management and supervision;
- Good knowledge of community organizations and social, political and environmental issues influencing program/project development and implementation;
- Working knowledge of federal, state and local laws and regulations applicable to the operation and maintenance of City recreation facilities and programs;
- Ability to assist in the formulation of decisions in conformance with laws, rules and policies;
- Ability to work with individuals and organizations at all levels within the community;
- Ability to communicate effectively both orally and in writing;
- Ability to supervise the work of subordinate employees;
- Initiative;
- Sound judgement;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Parks and Recreation Administration, Public Administration, Community Development or closely related field, and five (5) years of progressively responsible, fulltime, paid experience in parks/ recreation administration, community services or a related field, four (4) of which includes supervisory responsibility; **OR**
- b) Graduation from a regionally accredited or New York State registered college for university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Parks and Recreation Administration, Public Administration, Community Development or closely related field, and six (6) years of progressively responsible, fulltime, paid experience in parks/ recreation administration, community services or a related field, four (4) of which includes supervisory responsibility; **OR**
- c) Any equivalent combination of training and experience as described in the limits of (a) and (b) above.

Issued: Unknown  
 Revised: 3/26/14  
 1/31/18