

## Recreation Administrative Assistant

### General Statement of Duties

This is responsible staff administrative work, which requires the incumbent to act as a principal assistant to the Department of Parks and Recreation's Deputy Commissioner for Recreation.

### DISTINGUISHING FEATURES OF THE CLASS

Work involves responsibility for performing and directing all recreation policies and procedures in accordance with State and City laws and regulations and assisting and/or directing all functions of the Division of Recreation on behalf of the Deputy Commissioner; planning the use of all recreational facilities and scheduling of recreation events in the City of Albany are included in the scope of responsibilities. Duties are performed under the general direction of the Deputy 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 including the clerical personnel assigned to the Recreation Office. In the absence of the Deputy Commissioner responsibilities shall expand as defined by the Commissioner of the Department of Parks and Recreation.

### Examples of Work

Assists in the preparation of the recreational budget estimates by collecting necessary information and data;

Assists in the maintenance of division fiscal records and the preparation of vouchers for payment;

Requisitions recreational materials and supplies;

Supervises the clerical staff in their duties which include the processing of personnel records, payrolls, maintenance of files, general correspondence and other record keeping responsibilities;

Facilitates staff conferences, which concern administrative procedures to be followed in carrying out various programs of the division;

Trains new recreation employees;

Supervises and expedites the preparation of recreation reports;

Assists in the interview process for applicants for work and advises superiors on hiring and related personnel matters;

Reads incoming mail and answers general correspondence as required;

Performs related work as necessary for the efficient execution of administrative function of the division,.

### Required Knowledge, Skills, Abilities and Personal Characteristics

Thorough knowledge of the principles and practices of office management; through knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of the principles and practices of public administration; working knowledge of budget, purchasing, and contract procedures; working knowledge of the principles of personnel administration; ability to plan, organize, and coordinate the work of a large group of employees performing varied clerical operations; ability to deal tactfully with administrative personnel, employees, and the public; physical condition commensurate with the demands of the job.

### MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree, one (1) year of full time experience in a municipal parks department and one (1) year of supervisory experience in a recreational or related area;

Or

B) Graduation from a regionally accredited or New York State registered two (2) year college or university with A Associate's Degree, three (3) years of full time experience in a municipal parks department and one (1) year of supervisory experience in a recreational or related area;

Or

C) Graduation from high school or possession of a high school equivalency diploma, five (5) years of full time experience in a municipal parks department and one (1) year of supervisory experience in a recreational or related area;

Or

D) Any equivalent combination of training and experience as defined by (A), (B), or (C) above.