**RECREATION FACILITIES SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the supervision of recreational areas, teen center and ballfields, the maintenance and repair of such areas and the development of programs and supervision of subordinates assigned to recreation programs in the City of Albany. This position has responsibility for supervision of recreational personnel assigned to recreational programs, the maintenance and repair of playgrounds and other recreational equipment, municipal pool areas, resolving problems and complaints concerning recreational facilities, and insuring the necessary equipment and supplies are allocated to various recreational areas and programs in operation. The incumbent may be expected to spend some of his time in a leadership role for particular programs, special events or other activities. The work is supervised by the Commissioner of the Department of Recreation or designee through general conference meetings and discussions of daily assignments. Specific instructions are usually received on projects of a special or emergency nature. Direct supervision is exercised over subordinated employees assigned to supervise recreational programs at teen or community centers, playgrounds, municipal pools or baths, etc., and manual-laboring employees assigned to repair and maintenance of recreational equipment.

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

- Supervises and reviews work of recreational personnel assigned to various teen or community centers, pools, ballfields, etc.;
- Plans, organizes, promotes and directs special recreation activities or events;
- Supervises, trains and evaluates all subordinate staff personnel through field visitation and meetings or conferences;
- Visits recreational areas, community center, pools and playgrounds and skating rink to inspect need for repair or maintenance to existing recreational equipment and work assigned to personnel, and participates in the necessary repair work;
- Ensures that equipment and supplies are available for use at various recreational facilities and that repairs and maintenance are completed when assigned to subordinates;
- Oversees the dispersal of playground equipment for use during the summer playground programs;
- Reviews and verifies simple time records received from recreational site supervisors and may make alterations or changes as necessary;
- Maintains simple inventor sheet on recreational equipment in stock; i.e.; swing sets, basketball nets, playground equipment, balls, etc.;
- Receives requisitions from Directors and Supervisors of recreational areas, reviews need for request and submits forms to the Deputy Commissioners regarding needs and effectiveness of service in his assigned area;
• Prepares special reports for Commissioner or Deputy Commissioners regarding needs and effectiveness of services in his assigned area;
• Serve as a general assistant to the Commissioner in all matters where required;
• May represent the Department at meetings with Community organizations or other interested groups;
• May receive complaints and supervises work done for resolution of problems precipitating complaints;
• May assist in the preparation of publicity for recreational programs.
• Enters and retrieves information in an automated information system;
• Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

• Good knowledge of the principles and practices of recreation programs;
• Good knowledge of methods, materials, tools and practices involved in maintaining recreational facilities and preparing ballfields for use;
• Ability to plan, organize and promote recreation activities;
• Ability to supervise and motivate subordinate employees;
• Ability to assess resources and facilities realistically;
• Ability to communicate actively with groups and individuals;
• Ability to work with others and promote harmonious to ensure safe use of;
• Ability to inspect recreation facilities and equipment to ensure safe use of;
• Ability to understand and carry out simple written and oral instructions;
• Dependability;
• Initiative;
• Good knowledge of personal computers and office equipment;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:
A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in recreation, parks management, or physical education, and one (1) year full-time, or its part-time equivalent experience in a supervisory or administrative capacity in recreation, park management, sports recreation programs, parks ground maintenance work or construction work; OR

B. Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time, or its part-time equivalent, experience in a supervisory or administrative capacity in recreation, park management, sports recreation programs, park grounds maintenance work or construction work; OR
C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle operator’s license at time of appointment.