

ASSISTANT SUPERINTENDENT OF RECREATION AND PARKS

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and supervisory work involving a responsibility for assisting in the planning, organizing and administration of a full-time, year-round recreation program and the development of extensive recreation and parks facilities under the general direction of the Superintendent of Recreation and Parks. Assumes full responsibility for the recreation program in the absence of the Superintendent. Supervision is exercised over a substantial number of full-time and part-time recreational staff through subordinate supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Works with the Superintendent of Recreation and Parks in planning, organizing and directing a full-time, year-round recreation and parks program;
Works with the Superintendent in preparation and execution of the budget;
Recommends the hiring of and directs, trains, supervises and evaluates seasonal personnel necessary to run a comprehensive recreation and parks program;
Directs the purchasing of necessary items for the department in accordance with municipal purchasing procedures;
Directs or coordinates with Facilities/Buildings and Grounds staff the maintenance, construction and repair of all recreational and parks facilities and equipment;
Responsible for informing the public of recreation programs by working with various community groups, attending meetings, and preparing and distributing publicity material;
Conducts research projects, keeps records and prepares reports;
Reviews subdivisions from Planning Board in relation to the Master Plan for parkland;
Represents Superintendent at meetings and acts in his/her absence;
May plan, organize, promote and direct specific areas of the recreational program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administration, theory and practices; good knowledge of park management and development; good knowledge of supervisory and training methods and techniques; good knowledge of planning and developing recreation facilities and areas; working knowledge of public administration; working knowledge of budget preparation; working knowledge of purchasing practices and principles; ability to promote, plan and organize recreation activities; ability to work with groups of people of all ages; ability to address groups effectively; ability to write clearly and concisely.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Recreation, Physical Education, Sports Management or a related field and two (2) years of administrative or managerial experience that involved recreational activities.

PROMOTION: One (1) year of permanent competitive class status as a Senior Recreation Supervisor or two (2) years of permanent competitive class status as a Recreation Supervisor.