



CITY OF CORNING

NOTICE OF JOB POSTING: February 2, 2018

TITLE: Director Recreation

LOCATION: Parks & Recreation Department

POSITIONS AVAILABLE: One

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, preparing, implementing and evaluating a comprehensive recreation program. The work is performed under general supervision of a municipal official. Supervision is exercised over the work of subordinate personnel and seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees and supervises the operation and maintenance of the civic center and all municipal parks, playgrounds and pools;
Develops and manages a variety of recreation programs to meet the diverse leisure needs of the community;
Evaluates the effectiveness of recreation areas, facilities and services through research and studies;
Ensures compliance with negotiated labor agreements;
Interprets recreation services to public and participates in community meetings and organizational planning;
Recruits, assigns, trains, evaluates and supervises recreation personnel;
Prepares budget recommendations and directs expenditures of the department's recreation funds and maintenance of records; and
Other related duties and responsibilities as may be assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

1. Through knowledge of the principles and practices of recreation management and administration;
2. Good knowledge of community organization, public administration and management

techniques;

3. Good knowledge of the principles and practices of supervision;
4. Ability to plan and supervise the work of others;
5. Ability to communicate effectively both orally and in writing;
6. Ability to work with individuals and organization at all levels within the community;
7. Initiative; and
8. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of paid parks and/or recreation experience, including conduct of an organized recreation or athletic program, one (1) year of which must have included supervisory experience; -or-
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associates' Degree and four (4) years paid parks and/or recreation experience, including conduct of an organized recreation or athletic program, one (1) years of which must have included supervisory experience; -or-
- (c) Graduation from high school or possession of an equivalency diploma and six (6) years of paid parks and /or recreational experience including conduct of an organized recreation or athletic program, one (1) year of which must have included supervisory experience;
-or-
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

NOTE: Graduation from a regionally accredited or New York registered college or university with Master's Degree may be substituted for one year of the required non-supervisory experience.

SPECIAL REQUIREMENT

Possession of a valid New York State Class D Driver License is required at time of appointment and must be maintained on a continuous basis throughout the term of appointment.