

Town of Canandaigua Vacancy
Salary Range: \$50,000 - \$70,000

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

RECREATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for planning and implementing a recreation program suitable to the interests and needs of the agency, including the planning for and the utilization of desirable facilities. Where the program is limited, the Director may be expected to spend a considerable percentage of time giving specific help to particular programs and activities. This position may involve the leadership, supervision and coordination of large numbers of professional and non-professional recreation personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Contacts and works with all groups interested in recreation;
Plans ways and means to develop, finance and provide for the departmental program;
Promotes the organization and administration of recreation activities in an attempt to ensure maximum efficiency;
Plans for and supervises the conduct of the program;
Provides necessary supplies and equipment;
Selects and provides for the professional growth of the departmental staff;
Organizes for the best use of, supervision of and maintenance of facilities;
Prepares and distributes publicity material, and speaks to civic groups on recreation;
Represents the department at meetings;
Prepares, presents and directs the execution of the budget;
Keeps records and makes periodic reports;
Conducts research and special studies concerning the work of the department and the needs of the community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Recreation Administrative Theory and Practices; thorough knowledge of planning, acquiring and equipping recreation facilities and areas; working knowledge of Public Administration; ability to promote, plan, and organize recreation activities under conditions where precedent is not available; ability to work with groups of people of all ages; ability to speak before a group; ability to plan, coordinate and supervise the work of other; ability to write clearly and concisely; sound professional judgment; physical condition commensurate to the position.

MINIMUM QUALIFICATIONS: (for full-time positions in various municipalities):

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree, or higher; OR
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree AND two (2) seasons of paid experience in recreation activities; OR
3. An equivalent combination of education and experience as defined by the limits of (1) and (2) above.

REVISED: 7/21/05; 3/22/21
CIVIL SERVICE CLASSIFICATION: COMPETITIVE