

POSITION CLASS: **PARKS AND RECREATION DIRECTOR**  
JURISDICTIONAL CLASS: **COMPETITIVE**  
DATE ESTABLISHED/REVISED: **7/22/20**

GENERAL STATEMENT OF DUTES:

Under general supervision of the Mayor, is responsible for the programming, marketing, organization and administration of the total parks and recreation program; performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This Directors position involves the responsibility of planning, managing and overseeing the operation of the parks and recreation department and its programs, activities and events. The work involves administrative and program coordination, marketing and promotion of activities and events offered throughout the City of Fulton as well as marketing and promotion of various other city initiatives related to the economic growth of the city. Responsible for directing and overseeing the maintenance and repair of the city facilities. The work is performed with wide leeway allowed for exercise of independent judgement and action in the performance of the work. Supervision is exercised over all other department staff. Performs other related work as required.

EXAMPLES OF SCOPE OF WORK:

- Administration and organization of the total comprehensive program including policy and procedure;
- Plans, organizes, promotes and directs recreation activities and events;
- Researches funding options and grants and prepares applications to obtain or renew funding for programs, equipment or services;
- Prepares and issues marketing strategy for programs;
- Actively promotes the city initiatives for the overall enhancement of the quality of life in the community;
- Works with community organizations such as youth basketball, youth hockey, youth parks programs, neighborhood enhancements initiatives, adult sports programs and more;
- Actively engaged in the community and works with other community organizations for the growth and development of the department and the city;
- Supervises, trains and evaluates all staff personnel including seasonal staffing opportunities;
- Supervises the maintenance, upkeep and beautification of facilities and equipment;
- Prepares special reports for the Mayor and Common Council regarding needs and effectiveness of services of the department;
- Identifies revenue sources, develops and implements fundraising opportunities, coordinates the donation of in-kind services;
- Prepares recommendations for budgets, controls and accounts for the fiscal operations of the department including supplies and purchasing.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

A good knowledge of recreation administration theory, principles and practices; knowledge of community organization and supervisory techniques; the ability to plan, organize and promote recreation activities; ability to access resources and facilities realistically; ability to communicate effectively with groups and individuals; ability to exercise professional judgment in problem-solving and evaluation; ability to work with others and guide subordinate personnel.

**ACCEPTABLE EDUCATION, TRAINING AND EXPERIENCE:**

From a college or university recognized by the University of the State of New York, either

(a) An Associate's Degree in Recreation or a closely related field and (4) four years' experience in the conduct of recreation activities; two (2) of which shall have been in a supervisory or administrative capacity; OR

(b) A Bachelor's degree in Recreation and/or Parks, or a Bachelor's degree with a minimum of fifteen credit hours taken in professional recreation courses, (to include administration, philosophy, principles, program) and One year paid experience in the conduct of recreation and/or park services; or

(c) A Master's degree in recreation and/or parks; or a Master's degree with a minimum of fifteen credit hours taken in professional recreation courses, (to include administration, philosophy, principles, program); or

(d) An equivalent combination of education, training and experience within the limits of (a) (b) and (c) above.