

BOROUGH DIRECTOR OF RECREATION (PARKS AND RECREATION)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with broad scope for independent action or decision, administers and is responsible for all borough recreational activities and acts as chief advisor to the Borough Commissioner and the Chief of Operations on all recreational and related activities; performs related work.

Examples of Typical Tasks

Assists the Borough Commissioner and the Chief of Operations in the formulation of recreational policy for the borough.

Directs and has overall responsibility for budgeting, staffing, personnel management, and both long-range and short-range planning related to recreational services in borough parks.

Administers and oversees the ongoing recreational programs within the borough.

Serves as chief liaison with the agency's Central Recreational Office for those activities which are citywide in nature.

Reviews and approves all major programming for recreational activities in the borough.

Represents the Borough Commissioner and the agency at community board and other public meetings and meetings with officials of other government agencies where major recreational programs and problems are discussed.

Participates in all capital construction activities which impact on park recreational activities in the borough.

Prepares written communications to elected officials, governmental agencies and interested members of the public.

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Qualification Requirements

1. A baccalaureate degree from an accredited college and four years of full-time experience in professional recreation leadership or a related field, at least 18 months of which must have been in an administrative, managerial or executive capacity, or in supervision of professional staff involved in recreational programs or activities, or related duties; or
2. Education and/or experience equivalent to "1" above. However, all candidates must possess the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.