

## **SUPERINTENDENT OF RECREATION AND PARKS\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work of a complex nature involving a responsibility for the overall leadership, strategic planning and management of a comprehensive, year-round recreation program and parks system. The Superintendent directs the development, operation and maintenance of municipal recreation programs, parklands and related facilities, and establishes long-range goals consistent with community needs and municipal priorities. The work is performed under the general direction of the Town Supervisor and Town Board. Supervision is exercised over a substantial number of employees through subordinate supervisors. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Provides executive leadership in planning, directing and evaluating a comprehensive, year-round recreation program;

Establishes departmental policies, procedures and operational standards for recreation programs and park facilities;

Oversees the recruitment, selection, training, development and evaluation of subordinate staff;

Prepares, presents and administers the departmental budget, monitors expenditures and conducts long-range fiscal planning;

Oversees and authorizes departmental purchasing activities, ensures compliance with municipal purchasing policies and applicable laws and establishes internal controls for procurement and contract administration;

Promotes the recreation program through public outreach, community engagement, formal presentations and oversight of publicity and marketing materials;

Leads long-term planning initiatives for parkland acquisition, development and capital improvements in coordination with Facilities/Buildings and Grounds staff or other town departments;

Establishes and enforces policies, rules and regulations governing the use and operation of recreation facilities;

Provides administrative oversight and interdepartmental coordination with Facilities/Buildings and Grounds staff regarding the maintenance, construction, repair and improvement of parks, recreation facilities and equipment;

Evaluates the effectiveness of department programs and services and implements improvements as needed;

Directs and conducts research and analysis, maintains records and prepares administrative, statistical and narrative reports;

Provides basic first aid when necessary and may administer cardiopulmonary resuscitation (CPR) and/or advanced lifesaving if properly certified.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of recreation principles, practices and procedures; thorough knowledge of planning and equipping recreation facilities and areas; thorough knowledge of park management and development; thorough knowledge of public administration; thorough knowledge of community structures and organization; good knowledge of supervisory techniques; good knowledge of purchasing practices and principles; working knowledge of basic first aid methods; ability to administer a large recreation program; ability to promote, plan and organize recreation activities; ability to work with groups of people of all ages; ability to effectively speak before diverse audiences; ability to supervise the work of others; ability to establish and maintain cooperative relationships with others; ability to communicate effectively both orally and in writing; ability to prepare clear and comprehensive reports.

### **MINIMUM QUALIFICATIONS:**

1. A Bachelor's degree in Recreation, Physical Education, Sports Management or comparable degree and four (4) years of paid administrative or managerial work experience that involved recreational activities; or

(over)

2. A Master's degree or higher in Recreation, Physical Education, Sports Management or comparable degree and two (2) years of paid administrative or managerial work experience that involved recreational activities.

**PROMOTION:** One (1) year of permanent competitive class status as an Assistant Superintendent of Recreation and Parks.

**SPECIAL REQUIREMENT:** If Cardiopulmonary Resuscitation (CPR) and/or Advanced Lifesaving certification is required by the jurisdiction, it is the responsibility of the appointing authority to ensure that candidates are appropriately certified.

\*The Town of Ramapo's title of Director of Parks and Recreation has been retitled to Superintendent of Recreation and Parks.

R.C.D.P. (08.09.2023) 03.06.2026  
Competitive

12.27.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.