

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

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional work of a complex nature involving a responsibility for planning and directing a full-time, year-round recreation program and developing or assisting in the development and maintenance of recreation and park facilities. General direction is received from the Town Supervisor and Town Board. Supervision is exercised over a substantial number of employees through subordinate supervisory staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, directs, and coordinates the conduct of a recreation program;  
Oversees the selection, training, development and evaluation of subordinate staff;  
Prepares, presents and directs the execution of the budget;  
Promotes the recreation program by working with and speaking to various groups, attending meetings and preparing or overseeing the preparation and distribution of publicity material;  
Plans and coordinates the overall parks' physical development in conjunction with Facilities/Buildings and Grounds staff or other town departments;  
Creates and implements rules and regulations for all recreation facilities;  
Directs or coordinates with Facilities/Buildings and Grounds staff the maintenance of recreation and park facilities on a year-round basis including care of shrubs, lawns, picnic areas, fire places, golfing facilities, tennis courts, athletic fields, swimming pools and recreation buildings;  
Evaluates the effectiveness of the department programs and services;  
Conducts research projects, keeps records and makes periodic reports.

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

Thorough knowledge of recreation administration, theory and practices; good knowledge of park management and development; good knowledge of planning, acquiring and equipping recreation facilities and areas; working knowledge of public administration; 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 speak before assemblies of different interest groups; ability to write clearly and concisely.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Recreation, Physical Education, Sports Management or a related field and four (4) years of administrative or managerial experience that involved recreational activities.

**NOTE:** A Master's degree or higher in Recreation, Physical Education, Sports Management or a related field may be substituted for two (2) years of the required experience

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

\*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. (12.08.2015) 08.09.2023  
Competitive

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