

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** RECREATION SUPERVISOR **GRADE:** 15

**TITLE ABBREVIATION:** REC SUPV **TITLE NO.:** 6556

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**        **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** PARKS **DIVISION:**                     

**SUPERVISOR'S TITLE:** COMMISSIONER OF PARKS, RECREATION & CONSERVATION

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, organizing and supervising the County's recreation program. The incumbent is also responsible for the day-to-day operation of the golf, tennis and winter sports areas. Work is performed under the general direction of the Commissioner of Parks, Recreation and Conservation. Supervision is exercised over assigned departmental personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Plans, organizes and directs specific recreation activities and events in the County's park system;
2. Manages golf, tennis and winter sports programs, recreational buildings and related staff;
3. Prepares news releases and publicity for the promotion of recreation programs and activities;
4. Schedules and directs playground and athletic activities;
5. Plans and promotes special activities and events, including events for special populations;
6. Maintains records and prepares reports as required;
7. Maintains control over facilities and equipment ensuring safe operating condition;
8. Assists in planning, supervising and organizing County-operated senior citizen center and nature center programs;
9. Gives instructions in one or more specialized fields of activity.

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**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of recreation administration theory and practices; good knowledge of planning and equipping recreation facilities; good knowledge of public administration; ability to promote, plan and organize recreation activities; sound professional judgment; the ability to work with groups of people of all ages; public speaking skills; ability to write clearly and concisely; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Recreation, Physical Education or a related field and one (1) year of experience in recreation supervision and administration; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Recreation, Sports Area Management or a related field and three (3) years of experience in recreation supervision and administration.

**NOTE:** Must possess **at time of appointment** and maintain a valid driver's license.

REVISED: 4/29/86

REVISED: 4/22/87

REVISED: 10/5/89

REVISED: 5/21/98 kmg

REVISED: 2/26/02 kmg

**REVISED: 9/10/03 AG**