

**DEPUTY COMMISSIONER OF PUBLIC WORKS-RECREATION  
(Town of Union)**

**DISTINGUISHING FEATURE OF THE CLASS:** Under the general direction of the Commissioner of Public Works the incumbent plans, prepares, implements, and evaluates a comprehensive program of recreational events and activities suitable to the needs and best interest of the community. These programs involve youth and adult activities, both seasonal and year-round. This position has authority to act for and in place of the Commissioner of Public Works within the assigned areas of responsibility. Supervision is exercised over all personnel assigned to recreational and parks programs, events and/or activities.

**TYPICAL WORK ACTIVITIES:**

Administers a variety of programs in the areas of parks, recreation, special events and activities for the Department of Public Works;

Supervises and evaluates all parks and recreational programs and work of employees;

Recruits, selects, assigns, trains, evaluates and disciplines seasonal staff;

Maintains time sheets and records and oversees that work schedules are adhered to;

Has responsibility for preparing employees work schedules and assigning personnel to related programs and facilities;

Prepares, directs, controls and accounts for the fiscal operations of the parks and recreation division;

Responds to complaints and concerns effectively and efficiently to maintain a positive image and influence in the community;

Orders and authorizes purchases of departmental equipment and supplies in accordance with approved budget;

Consults with park maintenance staff regarding field conditions and equipment;

Coordinates parks and recreation activities, programs and facilities within the municipality;

Prepares news releases and quarterly promotional material to optimize community knowledge and involvement in programs;

Attends and represents the Recreation Department at meetings with other municipal departments, community

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organizations and the general public;  
Recommends improvements for the existing park and  
recreation areas to the Commissioner of Public Works;  
Has responsibility for park s upkeep and maintenance.

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

Good knowledge of principles and practices of park and  
recreation management and administration;  
Good knowledge of the equipment, facilities and personnel  
necessary to carry out park and recreation programs  
and special events;  
Knowledge of the principles and practices of supervision;  
Knowledge of software used for scheduling,  
programs, leagues and financial reports;  
Knowledge of effective interviewing and selection criteria;  
Ability to effectively supervise, organize and coordinate  
the daily work schedule for personnel;  
Ability to plan, coordinate, organize and implement  
programs and events;  
Ability to communicate effectively with groups and  
individuals;  
Ability to work with individuals and organizations at all  
levels within the community;  
Ability to plan and supervise the work of others;  
Ability to communicate effectively both orally and in  
writing;  
Tact;  
Accuracy;  
Initiative;  
Integrity;  
Dependability;  
Resourcefulness.

**MINIMUM QUALIFICATIONS:**

A) Possession of a Bachelor's degree in parks and/or  
recreation administration or a closely related field and  
five years of experience implementing parks and  
recreational programs and activities, two of which included  
supervisory responsibilities; OR

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B) Possession of an Associate's degree in parks and/or recreation administration or a closely related field and seven years of experience implementing parks and recreational programs and activities, two of which included supervisory responsibility; OR

C) Graduation from high school or possession of an equivalency diploma and nine years of experience implementing parks and recreational programs and activities, two of which included supervisory responsibilities; OR

D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

NOTE: Experience in implementing recreational programs and activities may be substituted for the educational requirement with two years of experience being equivalent to one year of education.

SPECIAL REQUIREMENTS:

Possession of the appropriate level Motor Vehicle Operator's License.

**NOTE:** Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.