

PLEASE POST CONSPICUOUSLY

CITY OF WATERTOWN ANNOUNCES

APPLICATIONS ARE BEING ACCEPTED FOR THE POSITION OF

Parks & Recreation Program Manager (golf course)

DATE POSTED: February 7, 2023
CLOSING DATE: February 24, 2023
SALARY: \$55,845 - \$70,295

PLEASE NOTE: This is a competitive title in the classified civil service; therefore, appointment will be on a provisional basis only. To be eligible for permanent status, the individual accepting appointment will be required to pass a civil service exam and score among the top three.

Interested persons should complete an online civil service application:
<https://watertown-portal.mycivilservice.com/jobopps>

A complete job description is attached.

Angela Robbins
Executive Secretary

DISTINGUISHING FEATURES OF THE CLASS: This is the first level in the Recreation series and is responsible for marketing, planning, coordinating, promoting and supervising recreation programs for the City of Watertown, primarily the golf course. The incumbent is responsible for public awareness activities to aid in the promotion and development of the recreation programs. The incumbent may spend a significant percentage of time directing programs and activities. Direct supervision is exercised over the work of seasonal recreation program staff. Work is performed under the supervision of the Superintendent of Parks and Recreation with leeway allowed in carrying out the details of the work in accordance with established policies and procedures. Acts as Superintendent of Parks and Recreation in his/her absence. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Plans activities for the community by assessing the recreational, social and educational needs for a wide range of interests and age groups.
- Consults and confers with groups and staff in regards to specific entertainment and activities.
- Organizes and implements activities by scheduling events and reserving facilities and equipment.
- Assesses the effectiveness of the activities and entertainment through personal observation, by review of attendance and through comments of participants.
- Conducts interviews for recreation program staff and makes hiring recommendations. Supervises part-time and seasonal employees, to include concession operations.
- Reports to the Superintendent of Parks and Recreation on progress and problems of the recreation program in the City; may recommend changes in departmental policies and procedures.
- Promotes the participation of the community by maintaining a schedule of events, developing informational materials, contacting the local media, preparing press releases.
- Develops and/or reviews informational materials used to promote recreation programs, special events, and facilities.
- Performs clerical duties associated with position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Organization of large events and activities;
- Recreation principles and practices as applied to the management of a municipal recreation program;
- Applicable age-appropriate activities, programs and materials;
- Planning and practices relative to acquiring and equipping recreation areas and facilities;
- Methods, procedures and objectives of an organized recreation service;
- Principles and practices of publicity and public awareness activities.

Ability to:

- Promote, plan and organize recreation activities;
- Recognize the needs and interests of the community;
- Work with groups of people of all ages;
- Use a computer and related software applications to develop program promotional materials;
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

- Coordinate a variety of functions simultaneously;
- Interpret and explain policies and procedures;
- Establish and maintain an effective working relationship with government agencies, private businesses, the public and the media;

- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public;
- Speak before groups and public gatherings.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelors' Degree or higher in recreation administration, physical education, public or business administration or closely related field and (two) 2 years of experience managing programs in the field of parks and recreations; or

(B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in recreation administration, hospitality and tourism, public or business administration or closely related field and four (4) years of experience managing programs in the field of parks and recreations.

Licensing requirements: Valid NYS Driver's license appropriate for vehicles to be driven.

SPECIAL NECESSARY REQUIREMENT: NYS Pool Operators Course Certification must be obtained within one (1) year of appointment and maintained for continued employment.