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Mayor

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Notice of Job Opening

Position: Deputy Commissioner of Recreation

Applicants must meet the requirements outlined in the enclosed job description.

* PLEASE NOTE that this position is pending Municipal and New York State Civil Service Classification into the Exempt Class. An individual who meets the minimum qualifications as stated in the job description may fill this position on a provisional basis.

Department: Recreation

Number of Vacancies to be filled: 1

Rate of Pay: \$92,200 - \$138,300 annually
Commensurate with qualifications and experience

Schedule: 37.5 hours/week

Application Deadline: Until Filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Union Preference: NO

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Thursday, January 18, 2024

DEPUTY COMMISSIONER OF RECREATION

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the administrative planning, organization, and supervision of community recreation programs, park facilities and maintenance. Performs advanced professional and administrative work and is responsible for: community engagement, recruitment, employment, financial management and establishing department-wide goals, objectives, policies, and procedures. Duties are performed under the general direction of the Commissioner of Recreation with leeway allowed for the exercise of independent judgement in carrying out the functions of the division. Direct supervision is exercised over the work of subordinate staff and clerical personnel assigned to the division.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Represents the Commissioner of Recreation in his/her absence;
- Directs and plans the development, implementation, management and promotion of a comprehensive program of parks and community recreation services;
- Assists the Commissioner in plans for ways and means to develop, finance and provide for the diversified and comprehensive departmental programs;
- Promotes the organization and administration of recreation activities to ensure maximum efficiency and use of facilities;
- Analyzes and makes recommendations effecting the formulation of policy and procedures, and the addition, deletion and revision of activities, programs and services;
- Responds to the needs of the public;
- Listens to concerns from staff and citizens to ensure that programs and services being offered are responsive, up to date and customer friendly in a rapidly changing community;
- Works with staff, community organizations, and the surrounding community to ensure the programs and operation of facilities are meeting their needs;
- Works cooperatively with other public and private recreation and service agencies to avoid program duplicity;
- Provides ideas, plans, solutions to resolve complex departmental problems pertaining to overall departmental operations (i.e. administration, budget, personnel, program development)
- Assists in recruitment, selection, training, supervision and evaluation of personnel
- Coordinates and supervises a wide variety of special projects and events;

- Supervises and directs the construction, design, maintenance and repair of recreation areas, facilities and equipment, working cooperatively with other City departments;
- Participates in negotiations with contractors, consultants, vendors, organizations, and other public agencies;
- Assists in the preparation of the budget, financial reports and program analysis reports;
- Assists and directs staff in marketing and communication plans;
- Understands, interprets, explains and applies City and Department of Recreation policy and procedures;
- Prepares clear, concise and comprehensive correspondence, reports, studies, etc.;
- Exercises tact and diplomacy in dealing with sensitive, complex and confidential issues and situations;
- May be required to report to work to serve customers during emergency conditions;
- May be assigned to report at a different time and location to perform different duties as necessary;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the theory, philosophy and professional practice of Parks and Recreation and the ability to interpret this philosophy to others;
- Thorough knowledge of acquiring, equipping and planning for recreational areas and facilities;
- Comprehensive knowledge of principles, practices and techniques of organizational design and development, public administration, public financing, financial management, short and long-range planning as they apply to municipal recreation programs;
- Comprehensive knowledge of research methods and analysis techniques;
- Good knowledge of theory, principles, practices and modern trends in the fields of recreation and community service programs;
- Good knowledge of City functions and associated management, financial and public policy issues;
- Good knowledge of principles and practices of effective personnel management and supervision;
- Good knowledge of community organizations and social, political and environmental issues influencing program/project development and implementation;

- Working knowledge of federal, state and local laws and regulations applicable to the operation and maintenance of City recreation facilities and programs;
- Ability to understand and address community needs and problems in relations to parks and recreation services;
- Ability to develop, organize and maintain a comprehensive parks and recreation program on a municipal level;
- Ability to meet and deal effectively with the community, City officials, and departmental personnel;
- Ability to assist in the formulation of decisions in conformance with laws, rules and policies;
- Ability to communicate effectively both orally and in writing;
- Ability to supervise the work of subordinate employees;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in Parks and Recreation Administration, Public Administration or closely related field, and two (2) years fulltime paid experience in parks/ recreation administration of which includes supervisory responsibility; **OR**
- b) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Parks and Recreation Administration, Public Administration or closely related field, and four (4) years fulltime paid experience in parks/ recreation administration, two (2) of which includes supervisory responsibility; **OR**
- c) Any equivalent combination of training and experience as described in the limits of (a) and (b) above.