

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 09/15/10, 04/15/15, 09/07/22

RECREATION PROGRAM ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and implementing all the recreational programs and activities of the Youth Bureau. The incumbent selects, trains and supervises personnel, manages finances and performs public relations. This position differs from that of a Recreation Program Coordinator by virtue of the fact that a Recreation Program Administrator has administrative oversight over all City recreation programs. The work is performed under the general supervision of the Youth Bureau Director, with considerable latitude allowed for the exercise of independent judgment in the performance of the work. General and/or indirect supervision is exercised over the work of both supervisory and direct service staff, volunteers and student interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Oversees the planning, organization and direction of all City recreational activities and programs for all age groups;

Reviews and evaluates existing programs and recreation needs to assure maximum utilization of staff resources and available facilities;

Selects, trains and supervises recreation personnel;

Oversees recreation registration software, which includes updating seasonal programming, facilities, reporting, troubleshooting, organizational changes, training and direct communication with vendor company;

Assists with the preparation of the City recreation budget and the Recreation Partnership budget as part of the overall Youth Bureau budget; directs, controls and accounts for the fiscal management of the recreation program;

Coordinates and oversees marketing for department, which includes brochure development, ads, PSA's, social media networks and recreation website;

Contacts and meets with community organizations interested in recreation programs, promotes sponsored recreation programs, and conducts public relation activities including press releases and public speaking;

Requisitions and/or purchases necessary equipment and supplies;

Represents the Ithaca Youth Bureau Recreation Division at a variety of board or committee meetings, such as the Recreation Partnership Board, City boards and committees, and the Ithaca Youth Bureau Advisory Board;

Oversees the contractual and programmatic obligations of the Recreation Partnership;

Reports to the Youth Bureau Director aspects of the program and informs him or her and other City officials on recreation needs;

Prepares a variety of records and reports related to program activities;

Assists the Youth Bureau Director in the formulation of policies of general application and recommends new policies for implementation;

May act for and in place of the Youth Bureau Director as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS: Thorough knowledge of recreation administrative theory, principles and practices; thorough knowledge of the Youth Bureau recreational programs, objectives and goals; good knowledge of planning and equipping recreation facilities and areas; good knowledge of public information and public relations techniques; working knowledge of governmental accounting and budgetary procedures; ability to plan, organize, develop and promote a comprehensive recreation program; ability to interpret and carry out oral and written policy; ability to prepare and deliver presentations in a clear, concise and articulate manner; ability to plan, organize, coordinate, administer and evaluate the effectiveness of program plans and provision of services related to recreational program activities; ability to prepare budgets, operating reports and a variety of other reports relative to program activities; ability to establish and maintain effective working relationships with others; ability to supervise the work of others; ability to communicate effectively both orally and in writing; ability to analyze and organize data and prepare records and reports; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's degree in recreation, physical education, sports management, arts, music, drama or a closely related arts or recreational field and two (2) years of full-time paid supervisory experience, or its part-time and/or volunteer equivalent, in a recreation, physical education or athletics program; or
- B. Possession of an Associate's degree in recreation, physical education, sports management, arts, music, drama or a closely related arts or recreational field and four (4) years of full-time paid experience, or its part-time and/or volunteer equivalent, in a recreation, physical education or athletics program, at least two (2) years of which must have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time and/or volunteer equivalent, in a recreation, physical education or athletics program, at least two (2) years of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

NOTES:

- 1. College degrees in fields of study other than those specified in (a) and (b) above may be substituted for the required experience up to a maximum of two (2) years, in accordance with the following formula: 1 year college education = 6 months of qualifying experience.
- 2. College coursework that did not result in the attainment of a job-related degree as defined above may be substituted for a portion of the required work experience at the rate of:

Thirty (30) credit hours of job-related college coursework shall be the equivalent of one (1) year of full-time work experience

Provided, however, that in no event shall college coursework toward an Associate's degree be substituted for more than eighteen months of work experience if the Associate's degree has not been obtained; nor shall college coursework toward a Bachelor's degree be substituted for more than forty-two (42) months of work experience if the Bachelor's degree has not been obtained; nor shall college coursework toward a Master's degree be substituted for more than six (6) months of work experience if the Master's degree has not been obtained.

Note: College degrees must have been awarded by, and college coursework completed at, a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by, or college coursework completed at, an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.