

CODE ENFORCEMENT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The Code Enforcement Officer (CEO) is responsible for the administration and enforcement of the *New York State Uniform Fire Prevention and Building Code (NYSUFPBC)*, NY State Fire Prevention and Building Code Council-approved local fire or building code, and related local municipal laws, rules, and zoning ordinance. Under general supervision, the CEO provides for the coordination of all activities relevant to ensuring compliance with appropriate laws, codes, rules, and regulations. A CEO may supervise one or more persons working under the title of Code Inspector, Zoning Inspector, Building Inspector, or associated clerical personnel. The incumbent CEO will perform related work as required.

TYPICAL WORK ACTIVITIES:

Issues a Certificate of Occupancy or Certificate of Compliance for a building constructed or altered in compliance with the provisions of [the NYSUFPBC and New York State Code and](#) local laws, codes, rules, regulations, and zoning ordinances;

Inspects buildings and structures in the process of construction, rehabilitation, reconstruction, or repair to assess and enforce compliance with [NYSUFPBC New York State Code](#) and local laws, codes, rules, regulations, and zoning ordinances;

Supervises, coordinates, and participates in progress inspection and final inspection of new constructed, renovated, rehabilitated, or repaired buildings and structures;

Issues orders to cease, desist, or terminate construction activities that are non-compliant, illegal, unsafe, or hazardous;

Prepares reports as needed to enforce [NYSUFPBC New York State Code](#) and local laws, codes, rules, regulations, and zoning ordinances, including annual periodic reports to the local governing body;

-Maintains accurate records for all transactions and activities, including all applications received; permits and certificates issued; fees charged and collected; inspection reports; and notices or orders issued.

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

Thorough knowledge of modern practices, principles, materials, and tools used for building construction; thorough knowledge of the requirements of *New York State Uniform Fire Prevention and Building Code* and local municipal related codes, laws, rules, and regulations; good knowledge of the principles of fire prevention; ability to read, interpret, and understand contract documents (plans, specifications, & technical submittals); ability to compose and prepare clear, concise correspondence and reports; ability to systematically maintain complete and orderly forms or records in written or electronic format; ability to establish and maintain cooperative working relationships with permit applicants, contractors, design professionals, developers, property owners, public officials, and the general public; capacity for [tact, courtesy, and de-escalating conflict. honesty, integrity, thoroughness, tact, and common sense](#)

MINIMUM QUALIFICATIONS:

- (a) Graduation from a recognized college with an Associate's Degree in engineering or architecture and two (2) years of experience as a New York State Certified Code Enforcement Officer;
- (b) Graduation from high school (diploma or GED) AND four (4) years of experience as a New York State Certified Code Enforcement Officer;
- (c) Equivalent combination of training and experience as a Code Inspector. Applicant may substitute five (5) years of verifiable, paid construction experience for each year of experience as a New York State Certified Code Enforcement Officer.

Adopted: 2/02/12 (Competitive)

CODE INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level position that performs technical, compliance inspections on structures and properties, with emphasis on property maintenance and as required to achieve compliance with the New York State Code and related municipal codes. The work is performed under the general supervision of the supervisor of Building Construction who reviews inspection reports and the recommendations for correcting violations. Does related work as required. New York Department of State Code Enforcement certification required within one year of employment.

TYPICAL WORK ACTIVITIES:

Performs investigations and inspections to ascertain compliance with New York State Code and related municipal codes; Addresses complaints and permitting issues involving fire safety; installation and operation of heating, plumbing and electrical systems; unsafe or hazardous walls, floors, ceilings, windows, doors, roofs, chimneys, yards, porches, structural foundations, and sidewalks; Writes detailed and accurate inspection reports on findings of violations to City codes and issues certificates of compliance where corrective measures were taken on reported violations; Issues appearance tickets and testifies at legal hearings involving code violations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the provisions of New York State Code change to and related municipal codes; working knowledge of life safety, fire safety, and building construction systems and methodologies; working knowledge in the principles and practices of inspecting properties; ability to prepare precise and accurate reports on code violations which will be used in legal proceedings against violators; tact and courtesy; initiative and resourcefulness; keen observations; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position. [Capacity for tact, courtesy, and de-escalating conflict.](#)

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree such as, but not limited to: engineering, construction technology, architecture, urban planning, human services, public administration, economic development, social science or related field ; or
- (b) Graduation from a regionally accredited or New York State registered two year college or university with an Associate Degree in any field as listed in (a) and two years of military and/or work experience in any area listed in (a) or in building trades and construction, property maintenance, environmental testing; or
- (c) Graduation from high school or possession of high school equivalency diploma with a total of 4 years of military and/or work experience in a field listed in (a) or (b).

*Military duty is defined as the Army, Navy, Marine Corps, Air Force, Coast Guard and the National Guard when in service for the United States. Proof of an honorable discharge (DD-214) must be provided before the candidate's name can be certified for appointment

Amended: March 9, 1990 (Competitive)

Amended: February 5, 2002

Amended: March 27, 2008

Revised: October 2, 2013

Revised: December 12, 2018

Revised: August ??, 2023

PLUMBING INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is work in the inspection and enforcement of the Municipal Plumbing and New York State Uniform and Fire Prevention and Building Code. The work is performed under the direct supervision of the Supervisor of Building Inspection and Construction within the general policies and objectives of the Department and as specifically outlined in the Plumbing Code. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews plans for plumbing alterations and additions to determine compliance with regulations; Makes inspections of individual water supplies, sanitary sewer and other plumbing fixtures in order to determine compliance with New York State and City plumbing regulations; [Reviews and issues permits for plumbing construction](#); [Demonstrate knowledge of New York State mechanical and fire sprinkler codes](#); Gives information to plumbers, architects and the general public regarding plumbing and drainage codes; Inspects piping, traps and fixtures and sees that work is performed in accordance with permits; Sees that installations are air and water tight; Inspects pipes, fittings, and other materials to determine quality of materials used; Condemns jobs not in accordance with laws and regulations; Investigates complaints and issues violation notices and Court appearance tickets, when necessary; Keeps records and makes reports of inspections; Performs other Building & Construction Division inspections as required; Assist other city departments as required with respect to plumbing; Provides office coverage, as required; Conducts and makes recommendations to the supervisor of Building Inspection and Construction; Keeps up-to-date on latest plumbing technology, and provides information on such to other Building and Construction Division staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods, tools and materials used in plumbing installations and general construction; thorough knowledge of the New York State Uniform Fire Prevention and Building Code and the City Plumbing Code; ability to read and interpret plans and specifications, including plumbing plans and specifications, ability to investigate and correct unsanitary conditions; ability to establish and maintain cooperative relationships with the general public; firmness; courtesy and tact; initiative and resourcefulness; good judgment; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; 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 with a Bachelor's degree in mechanical construction, mechanical technology, mechanical engineering, construction management, or related technical field or;
- b) Graduation from an accredited college or university with an Associate's degree in engineering, construction management, or related technical field, with course work specifically related to the International Code, or;

- c) Ten (10) years of experience as a Journeyman Plumber, including successful completion of a New York State approved Apprenticeship Program and a minimum five (5) ~~years~~ years' experience as an inspector or as a supervisor responsible for the inspection or installation of residential and commercial mechanical work, preferably with life safety fire alarm and automatic fire detection systems

SPECIAL REQUIREMENTS:

- a) Prior to or within 12 months of original appointment, must ~~pass~~ Master's License, Class A Exam, ~~administered~~ by the City of Binghamton or by a jurisdiction that has been recognized and approved by the City of Binghamton Board of Plumbing ~~Examiners~~.
- b) Possession of certification as a code official as required by Title 19, New York State Uniform Fire Prevention and Building Code, of the Official Compilation of Codes Rules and Regulations of the State of New York (NYCRR) within twelve (12) months of permanent appointment.
- c) Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the job.

(Competitive)

Revised: 4/04/00

Revised: 5/04/04

Revised: 3/27/09

Revised: 8/30/2017

Revised: 8/??/2023

LICENSING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for issuing licenses and recording the transaction. The work is performed in accordance with prescribed procedures. Work is performed under the general supervision of the ~~Deputy~~ City Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

~~Issues all Event, Banner, Bowling, Peddler, Pushcart, Wedding, Noise, Outdoor Café, Fireworks, Second Dealer permits; Issues handicap parking tags; Processes fingerprint and background check payments; Informs IT department on what events to add to the city calendar; Assists in the Vital Records Dept with birth and death records; Covers the Vital Records Dept when the Registrar is out of the office; Process mail for City Clerk and Vital Statistics Office; Provide general customer service on phone and at service counter in City Clerk and Vital Statistics Office; Assist with training of new personnel in City Clerk and Vital Statistics Offices; Issues licenses such as dog, hunting, fishing, big game licenses; Sells City maps, tax plates and booklets pertaining to various City codes; Computes fees for licenses; Posts daily revenues received in journal and ledger and balances daily ledger sheets; Prepares bank deposit slips; Maintains permanent record of each dog licensed; Maintains files of licenses issued, letters of appointment and resignation and minutes of City Council meetings; Prepares monthly reports required by New York State, and prepares check to accompany report; Answers telephone and gives out routine information.~~

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of licensing regulations, requirements and procedures for each type of license issued; good knowledge of office terminology, procedures and equipment; skill in typing at a predetermined rate of speed; ability to accurately conduct monetary transactions; ability to convey information to interested parties; ability to follow verbal and written directions; clerical aptitude; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma, including or supplemented by a course in accounting or bookkeeping or;

- (b) One year clerical experience primarily involving the maintenance of financial accounts and records.

Amended: September 16, 1983

Revised: 3-27-09

REGISTRAR OF VITAL STATISTICS

DISTINGUISHING FEATURES OF THE CLASS: This important work involves responsibility for the accurate recording of vital statistics and the issuance of birth, burial and other certificates. The work involves frequent contact with local and State officials, hospital personnel, physicians, funeral directors, courts, and the general public in providing and obtaining information. The work is performed under the general supervision of the New York State Commissioner of Public Health as well as the ~~Executive Assistant to the Mayor~~ City Clerk. Does related work as required.

TYPICAL WORK ACTIVITIES:

~~Types a variety of certificates, records and reports pertinent to the retention and recording of vital statistics; Maintains records of births and deaths in compliance with statutory requirements; Accepts birth and death certificates from hospitals, funeral directors, and other sources; Issues a certificate of birth to all new parents; Issues burial and transit permits to funeral directors; Corrects and amends birth and death records upon discovery of error or upon request; Microfilms old and new records to establish permanent files; Collects fees and issues receipts; Compiles data and submits it to local and State authorities for statistical purposes.~~

~~Maintain an organized and secure system for recording and archiving vital event certificates and documents; Accurately and promptly record birth and death certificates and related information in accordance with legal requirements; Validate the accuracy and completeness of information provided on vital records; Prepare and submit timely reports to state and federal agencies as required by law; Compile statistical data on vital events and generate reports for public health research and policymaking purposes; Provide courteous and knowledgeable assistance to the public, legal professionals, and government agencies regarding vital record requests and inquiries; Process requests for certified copies of vital records, ensuring proper verification and adherence to privacy regulations; Handle sensitive and confidential information with the utmost discretion and professionalism; Stay informed about changes in laws, regulations, and policies related to vital statistics and ensure compliance with all applicable rules; Implement security measures to protect against fraud, identity theft, and unauthorized access to vital records; May train and supervise staff members responsible for recording and processing vital records as needed; Foster a culture of continuous learning, ensuring that staff members are well-versed in relevant procedures and guidelines; Implement quality control measures to verify the accuracy and completeness of recorded information; Regularly audit records and procedures to identify and rectify errors or discrepancies; Utilize modern technology and software systems to enhance efficiency and accuracy in recording and retrieving vital records; Explore opportunities to digitize and streamline processes for improved service delivery.~~

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the New York State Public Health laws and regulations relating to the compilation of vital statistics; good knowledge of office terminology, routine and equipment; working knowledge of business arithmetic and English; skill in typing at predetermined rate of speed; ability to follow moderately complex written directions; ability to perform work with little or no supervision; ability to get along well with others; ability to write legibly; clerical aptitude; tact and courtesy; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and one year of clerical experience; or
- (b) Two years of clerical experience; or
- (c) An equivalent combination of training and experiences within the limits of (a) and (b).

Revised: 3/27/09

SENIOR LICENSING CLERK

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the City Clerk, (This position is responsible for the supervision main licensing of City Clerk's Office. Issues licenses for marriages, electricians, plumbers, dogs, bingos, raffles, games of chance, and peddlers and maintains all permanent records. Functions as Acting Deputy City Clerk when both the City Clerk and Deputy City Clerk are unavailable.

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TYPICAL WORK ACTIVITIES:

~~Responsible for supervision of subordinate staff;~~ Performs all responsibilities of licensing clerk and in addition issues licenses for marriages, electricians, plumbers, dogs, bingos, raffles, games of chance, and peddlers and maintains all permanent records; Assists the City Clerk and Deputy City Clerk in matters related to administration, budget, and office procedures; Responsible for the implementation and maintenance of computer programs; ~~Assists special committees of City Council in maintaining records, preparing agendas and gathering data essential to committee deliberations;~~ Types correspondence, memoranda and statements pertinent to the operation of the office; Filing all paperwork, ordering supplies, sending reports to the State on a monthly basis, upkeep of organization, Setting appointments, keeping calendar for the office; Responsible for posting daily revenues and balancing month end reports; Provides information to the public and other departments and agencies on City policies, procedures and programs; Receives information and complaints, and coordinates the follow up and resolution of the problems; ~~Responsible for filing all City laws with the Secretary of State; Types and files all judgments and torts against the City presented to the City Clerk with the Corporation Counsel Office. Swearing in new employees~~

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of licensing regulations, requirements and procedures for each type of license issued; good knowledge of office terminology, procedure and equipment; skill in typing at a predetermined rate of speed; ability to accurately conduct monetary transactions; ability to convey information to interested parties; ability to supervise subordinate staff; clerical aptitude; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition as necessary to perform the essential function of the position.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of a high school equivalency diploma and two years clerical experience including account keeping.

Revised: 7/10/01

Revised: 3/27/09

Revised: 8/??/23

RECREATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, and implementing a variety of recreational programs within the City. The incumbent is responsible for one or more specific program areas, e.g., playgrounds, athletics, senior centers, recreation/aquatic centers, special events, etc. The work is performed under the general supervision of the Assistant Director of Parks & Recreation with wide leeway allowed for independent decision making. General supervision is exercised over subordinate personnel, which increases substantially during the spring, summer and fall seasons. Does related work as required.

TYPICAL WORK ACTIVITIES: plans, organizes, directs and oversees recreation programs for various age groups; Selects, trains and supervises [all aquatic, first aid, and Recreation Program staff/recreation personnel](#); [Maintains Summer Staff Manual\(s\)](#); Prepares news releases and other publicity relating to the recreation programs; Prepares a variety of records and reports related to program administration; Inspects facilities and equipment to insure the safety of participants and to assess future needs; Arranges for repair or maintenance of facilities and equipment when necessary; Requisitions and purchases recreation equipment and supplies; Speaks to college classes and various community groups to inform them of the recreation services provided by the Recreation Department; Confers with the Assistant Director of Parks & Recreation on a regular basis concerning various aspects of the recreation program; Acts as coordinator between the Recreation Department and other public and private recreation groups by attending meetings or serving on boards; Assists the [Assistant](#) Director of Parks & Recreation in preparing the annual budget; May give immediate direction or instructions to participants and/or employees engaged in a recreation program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of the theory, principles and practices of recreation administration; good knowledge of the principles and practices of administrative supervision; good knowledge of planning and equipping recreation facilities and areas; working knowledge of governmental budgetary procedures; working knowledge of modern public relations techniques; ability to plan, organize and promote recreation program activities; ability to plan and supervise the work of others; ability to communicate effectively to gain the cooperation of people of all ages; ability to speak effectively before an audience; ability to prepare written and oral material; initiative; sound professional judgment; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; -physical condition commensurate with the demands of the position. Ability to work nights and [weekends/weekends](#).

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered ~~four-year~~[four-year](#) college or university with a Bachelor's Degree in recreation, human services and a closely related field; or
- (b) Graduation from a regionally accredited or New York State registered two year college with ~~an~~ [Associate's](#) ~~Associate's~~ Degree in recreation leadership, or a closely related field and 3 (three) years of full-time paid experience in an organized recreation program or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b), above.

SPECIAL REQUIREMENTS:

Must acquire within 12 months:

[-Red Cross Lifeguard Instructor Certified \(Must Be Red Cross\)](#)

-Red Cross CPR/AED for the Professional Rescuer Instructor, Certified
-Red Cross First Aid CPR/AED Instructor Professional Rescuer Instructor, Certified
CPR/AED Certified
NYS Class D Driver's License

Revised: 03/27/09

Revised: 10/05/16

Revised: 7/25/18

Revised: 8/??/23

Recreation Supervisor (Sports & Camps)

DUTIES: The work involves responsibility for assisting in the organization, direction, and coordination of the athletics program for the Parks & Recreation Department. The work requires the exercise of independent judgment in interpreting athletic rules and regulations. Does related work as required.

ESSENTIAL FUNCTIONS:

Manages, directs and coordinates the youth & adult sports programs; leagues & camps; and fitness programs for assigned locations. [Ex-Officio for Binghamton Youth Sports Association.](#) Ensures high quality programs and establishes new program activities. Expands program within the community in accordance with strategic and operating plans. Ensures participation, retention, and enrollment growth.

Manages and recruits volunteer coaches to properly run programs. Ensures all coaches have been background checked, and taken Positive Coaching Alliance course.

Ensures that City of Binghamton program standards are met and safety procedures followed.

Provides for upkeep of assigned program facilities and equipment and ensures the physical environment supports healthy living. Ensure adequate supplies for planned programs and keep a detailed inventory of recreational equipment.

Develops and maintains relationships with community groups, local school administrations, parent groups and other organizations and agencies related to assigned programs. Responds to all agency, parent and community inquiries and complaints in a timely manner.

Maintains proper records/department files, keep records of staff certifications as required.

Organizes special events for members, youth and adults as related to assigned program areas.

Assists in the marketing and distribution of membership and program information. Distribute and collect participant evaluations.

Compiles program statistics. Monitors and evaluates the effectiveness of and participation in programs.

Promotes the physical, intellectual, social, ~~cultural~~[cultural](#), and emotional well-being of members and program participants.

[Enforces parental code of ethics during games, practices, and events.](#)

Ensure regular and timely communication with the Recreation Supervisor, Assistant Director and Commissioner regarding programming, staff issues, and program budgets.

Develops proficiency in the use of RecDesk software to register program participants, generate rosters and print reports related to assigned program areas.

Recruits, supervises, schedules, and trains part time staff to help with program operations. Be a role model for staff on following work site requirements regarding customer service, punctuality, appropriate dress, staff meetings, safety, etc.

Set up, ~~and~~ take down, [and transportation](#) -of program equipment.

Write and implement plans/playbooks for sports programs to show progression of skill.

Ability to teach sports skills with introductions, demonstrations, and verbal instructions to give positive and effective feedback to participants and parents.

[Assist in the purchase, upkeep, and storage of uniforms for programs.](#)

Knowledge of age and ability adaptations for activities to ensure equal participation and success.

[Cover supervision of the Senior Center as needed.](#)

Ability to communicate with and gain control over a large group of children.

[Provide intake for calls about trees and enter them into the Tree Keeper system.](#)

Carry out other tasks as assigned.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements:

- Bachelor's Degree in Recreation, Leisure Studies, Sports Management, Physical Education or closely related field
- AND**
- Three (3) years of experience in a municipal sports program that included using knowledge of league and section rules and regulations (for example as a coach, assistant coach, coordinator or board member of youth sports league).
 - Volunteer Experience: Volunteer experience will be allowed to substitute for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position.

SPECIAL REQUIREMENTS:

A Candidate must acquire CPR and First Aid Certification within the first 12 months of employment. Certification must be maintained throughout employment.

RECOMMENDED REQUIREMENTS:

The possession of a Lifeguard Certification

NRPA Certified Parks & Recreation Professional

RECREATION SUPERVISOR – SENIOR CITIZENS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, organizing, and implementing Recreational Programs for Senior Citizens within the City. The incumbent is responsible for one or more specific program areas, e.g., athletics, recreation centers, special events, etc. The work is performed under the general supervision of the Assistant Director of Parks & Recreation with wide leeway allowed for independent decision making. General supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, directs and oversees recreation programs for various senior citizens' groups; Selects, trains, and supervises recreation senior citizen personnel; Prepares news releases and [manages social media](#), and other publicity relating to the senior citizen recreation programs; Prepares a variety of records and reports related to program administration; Inspects facilities and equipment to insure the safety of participants and to assess future needs; Arranges for repair or maintenance of facilities and equipment when necessary; [Planning, organization, and implementation of holiday celebrations, fundraisers, and special events](#); Requisitions and purchases recreation equipment and supplies; [Speaks to college classes and various community groups to inform them of the recreation services provided by the Recreation Department; Provide support to the OFA nutrition program](#); Confers with the Assistant Director of Parks & Recreation on a regular basis concerning various aspects of the recreation program; Acts as coordinator between the Recreation Department and other public and private recreation groups by attending meetings or serving on boards; [Manages donations, fundraising, custodial, and opening and closing procedures for the facility](#); Assists the Assistant Director of Parks & Recreation in preparing the annual budget; May give immediate direction or instructions to participants and/or employees engaged in a recreation program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the theory, principles and practices of Senior Citizen recreation administration; good knowledge of the principles and practices of administrative supervision; good knowledge of planning and equipping recreation facilities and areas; working knowledge of governmental budgetary procedures; working knowledge of modern public relations techniques; ability to plan, organize and promote recreation program activities; ability to plan and supervise the work of others; ability to communicate effectively to gain the cooperation of people of all ages; ability to speak effectively before an audience; Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet, and database at an acceptable rate of accuracy and speed; physical condition commensurate with the demands of the position; –ability to prepare written and oral material initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

~~(a)~~ Graduation from a regionally accredited or New York State registered four-year college or university with a ~~b~~[Bachelor's or master's](#) degree in recreation, therapeutic recreation, fine arts/art education, ~~psychology~~[psychology](#), or sociology and one year of full-time paid experience in the conduct of a senior citizens' program; ~~or~~

~~(b)~~ [A Master's Degree in any of the above may be substituted for one year of experience.](#)

Verifiable volunteer experience will be pro-rated.

Amended: September 26, 1988

Revised: 03/27/09

Revised: 10/05/16

Revised: 08/??/23

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