

NOTICE OF VACANCY

Title: Director of Parks and Recreation

Starting Salary: \$80,000.00 to \$90,000.00 Annual Salary

Benefits: Health, Dental and Vision insurance.
Paid time off (Holidays, vacation, personal and sick).
Enrollment in the New York State Retirement System is required.

Classification: Competitive

The City of Kingston is seeking a qualified applicant to fill the position of Director of Parks and Recreation. This is a management level position responsible for the administration and implementation of a comprehensive community recreation program. Under the general direction of the Mayor, an employee in this class plans a wide variety of recreation activities including the use and maintenance of recreational parks and facilities, for all age groups within the City of Kingston. Supervision is generally exercised over the staff of the Parks and Recreation Department including summer seasonal staff. Does related work as needed.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the theory and practices governing the administration of a city recreation program; Working knowledge of the equipment, facilities and personnel necessary to carry out a modern recreation program; ability to promote, organize and carry out recreation activities; ability to effectively communicate with, manage and supervise the work of others; Ability to develop positive relationship with children and the general public; Initiative, resourcefulness; good judgement; physical condition commensurate with the demands of the position; Ability to manage multiple project simultaneously and delegate responsibility effectively; Excellent communication skills including writing and public speaking; Good problem solving skills and time management; Ability to develop, manage and account for a large budget; proficiency with Microsoft Office Suite and general computer and office equipment.

MINIMUM QUALIFICATIONS:

Candidates must meet the following requirements on or before the date of the written exam:

Graduation from high school or G.E.D. equivalent AND:

- A. Graduation from a NYS registered or regionally accredited college or university with a Bachelor's Degree in Physical Education, Parks and Recreation, Public Administration or closely related field and two (2) years full-time paid experience working in the field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Physical Education, Parks and Recreation, Public Administration or a closely related field and four (4) years full-time paid experience working in the administration of parks and recreation related services which include one year in a supervisory capacity; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Possession of a valid New York State Driver's License at time of appointment and maintained throughout employment.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT:

Must obtain a Certified Parks and Recreation Professional (CPRP) certification within 12 months of appointment.

Applications:

Potential candidates are asked to complete the City of Kingston Civil Service Employment Application and, in addition, provide a cover letter and resume. Applications, cover letters, and resumes will be received in the Kingston Civil Service Office located at 420 Broadway, Kingston, NY 12401 or emailed to rkimble@kingston-ny.gov until the position has been filled. Please include "Director of Parks and Recreation" in the subject line if emailed. Applications for this position may be obtained from the Civil Service Office in City Hall, Ground Floor, 420 Broadway, Kingston, NY 12401 or on our website at www.kingston-ny.gov under the Employment tab.

This posting is in the competitive class. The position may be filled on a provisional basis. Provisional appointments mean the incumbent must take the Civil Service examination when it is offered and be among the top three willing to accept appointment. For more information about Civil Service employment call (845) 334-3921.