

## ASSISTANT RECREATION ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Assists the Recreation Administrator in the overall administration of the islandwide recreation program.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Assists the Administrator in the administration of a comprehensive recreation program.

Coordinates administrative functions of the division, including budget and personnel administration.

Makes periodic studies and evaluations of operating program to insure program objectives are being met and are in alignment with the principles and general direction of the recreation program master plan; recommends for the expansion, modification or discontinuance of certain programs.

Evaluates program operations and recommends changes in policies, procedures or other program requirements to improve effectiveness.

Conducts inspections on recreational program physical facilities and equipment and makes recommendations for the expansion of facility, acquisition of additional equipment, preventive maintenance requirements, the repair or replacement of poor condition or damaged facilities/equipment, and the establishment of control measures to minimize the abuse of facilities and equipment as appropriate.

Interprets and explains program policies, rules and regulations to employees and the public.

Maintains records and prepares administrative reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the principles and practices of public recreation program administration.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to interpret and apply pertinent laws, rules, regulations and other program guidelines.

Ability to evaluate operational effectiveness and recommend changes in ~~policy, procedures~~ and operations to improve program effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Three years of experience in the supervision of recreation program activities and graduation from a recognized college or university with a Bachelor's degree in Recreation, Physical Education or related fields; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY 1980

Pay Range: 33

  
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DAVID R. FLORES  
Executive Director,  
Civil Service Commission