

CITY OF UTICA
NOTICE OF VACANCY

THE CITY OF UTICA
announces that a vacancy exists in the City of Utica for
RECREATION SPECIALIST

Salary: \$41,675 - \$46,331

Classification: CSEA, Competitive Position
Membership in the NYS Retirement System is Mandatory
Eligible for Health Insurance and Dental Insurance

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, organizing and supervising one or more major segments of the community recreation program, i.e. playgrounds, athletics, recreation center, etc., or a geographical area of the community such as the Youth Bureau of Community Center. This position also involves the actual conduct of the activity or the organization and initiation of activity groups, and the instruction of subordinates in the manner in which the details of the activity are to be carried out. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Assists in planning for the athletic and/or playground programs and for other activities as assigned;
Schedules and directs playground and athletic activities;
Plans and assists in the organization of specialty activities for senior citizens such as paddle tennis, nature studies, hikes, bingo, bowling, cards, pool, field trips, holiday parties;
Officiates at athletic events such as basketball, baseball, soccer, football, softball, volleyball;
Plans publicity for special events;
Supervises and assists with the maintenance, construction and repair of facilities and equipment;
Keeps records and prepares reports;
Prepares requisitions for materials and supplies;
Monitors and organizes recreation activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS:
Good knowledge of planning, acquiring and equipping recreation facilities and areas; ability to promote, plan and organize recreation activities; good knowledge of the methods of group instruction used in a specialty activity; ability to establish good relationships with groups as may be required by the particular activity; the ability to work with groups of all ages; the ability to stimulate interest in the specialty activity; the ability to speak before groups of people in an interesting and informative manner. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS, INCLUDING SPECIAL REQUIREMENTS:
Graduation from High School or possession of a High School Equivalency Diploma AND two (2) years of experience in an organized recreation or athletic program which involved instructional, administrative or organizing responsibility.

NOTE: Part-time and Volunteer experience will be pro-rated towards meeting the full-time experience requirement.

The following criteria will be used in order to pro-rate experience:

- 08 – 15 hours per week 1/4 time
- 16 – 23 hours per week 1/2 time
- 24 – 31 hours per week 3/4 time

SPECIAL REQUIREMENT:
A valid NYS Driver’s License will be required at the time of appointment. A valid NYS Driver’s License must be maintained throughout employment.

Applications:
Applications should be submitted to Civil Service, Utica City Hall, 1 Kennedy Plaza, Utica, New York 13502.

For more information about this position, please call the Youth Bureau at (315) 223-4320.

This posting is for filling a position on a provisional basis, a Civil Service Exam will be scheduled in accordance with NYS Civil Service Law.

Applicants must be residents of the City of Utica.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.