



**INCORPORATED VILLAGE OF GARDEN CITY**  
Employment Opportunity: **Assistant Superintendent of Recreation**  
*Posting Date: September 1, 2023*

Working closely with members of the public and staff this position requires a commitment to service excellence, a high level of organization, and exceptional interpersonal skills, as well as vast knowledge and experience in the industry of recreation.

**Illustrative Examples of Duties**

- Development of diverse programs (year-round and summer) to meet the needs of stakeholders from age 5 through 100+
- Manages and oversees the full-time, part-time, and seasonal staff of the recreation department.
- Assists in planning, promoting, and directing the organization administration and conduct a comprehensive recreation program.
- Directs the operations of the swimming pool.
- Assists in planning new facilities and areas, in addition to supervising and assisting with maintenance, construction and repair of facilities and equipment.
- Keeps records, assists in the preparation of the department budget, prepares reports and assists in the administrative operations of the department.
- Assists in promotion recreation programs to interested groups and represents the department at meetings and conferences.

**Desirable Knowledge, Skills, and Abilities**

- Considerable knowledge of the theory and practices of recreation programming and administration.
- Knowledge of planning for, acquiring and equipping of recreation facilities, including the management and maintenance of municipal swimming pools.
- Ability to plan, promote and organize recreation activities.
- Principles and practices of employee supervision and staff development.
- Detail oriented, with a desire to learn new technology and advance the department's efficiency and effectiveness through technology.
- A reputation for honesty and being trustworthy, approachable, and dependable; a consensus builder internally and with the community.
- Accuracy, dependability, and ability to express oneself effectively, both orally and in writing.

**Minimum Training and Experience**

- Bachelor's degree with a major in Recreation or Physical Education from a regionally accredited or New York State registered college or university.
- Two years of satisfactory experience in the conduct of recreation activities, including one year in a supervisory or administrative capacity.
- Certification as an aquatics facility operator (CPO or AFO) is preferred.

**Standard Salary:** \$115,108

**Benefits:** Provided in accordance with the Village's CSEA Supervisors' collective bargaining agreement.

Please note that this is a Nassau County Civil Service Commission competitive position. The candidate must be qualified to be able to sit for the exam when given in order to be considered for this position, visit

<http://www.nassaucivilservice.com> for additional details.

**To apply:** Qualified candidates must submit a letter of interest and resume to Human Resources by email using [humanresources@gardencityny.net](mailto:humanresources@gardencityny.net) on or before September 22, 2023.