

Civil Service Title: Director of Regional Joint Interest Park
 Title Code No: 05146
 Office Title: Director of Operations for Flushing Meadows Corona Park Aquatic Center

Level: MII
 Salary: \$79,000
 Work Location: Queens
 Number of Positions: 1

MAJOR RESPONSIBILITIES

- Under general direction, with great latitude for the exercise of independent judgment, oversee and manage the day-to-day operations, maintenance and programming of the Aquatic Center.
- Perform in-depth analysis and give oversight to the development of programming and daily operations.
- Manage the scheduling and promotion of events and programs.
- Lead short and long-term plans while monitoring revenue and expenditures to assure sound fiscal control.
- Oversee training, scheduling and supervision of staff.
- Coordinate scheduling of pool coverage with Lifeguard supervision.
- Direct the patrolling of the pool and the enforcement of safety rules and regulations in accordance with the New York City Department of Health and Mental Hygiene.
- Establish and maintain effective working relationships with employees, other divisions, public officials and the general public.
- Create and maintain an office support system for timely and accurate record keeping.
- Ensure that rental agreements are processed according to established guidelines.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four years of full-time experience in one or more of the following fields: technical maintenance and operation of park facilities, policy formulation and implementation, or business promotion, at least 18 months of which experience must have been in an administrative, managerial or executive capacity, or in supervision of professional, technical, administrative or maintenance staff working in one or more of the above mentioned areas; or
2. Education and/or experience equivalent to “1” above. However, all candidates must have at least 18 months of administrative, managerial, executive supervisory experience, or experience in supervision of professional, technical, administrative, or maintenance staff as described in “1” mentioned above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor’s degree.
2. At least 5 years of leadership experience in the aquatics field.
3. Aquatics Facility Operator Certification.
4. First Aid and CPR/AED certifications.
5. Excellent communication, customer service and organizational skills.
6. Fluency in Mandarin.
7. Valid New York State driver license.
8. Ability to work a flexible schedule including early mornings, evenings and weekends.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 133865**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 133865**

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POST DATE: 10/25/13	POST UNTIL: 11/12/13	Job ID: 846/14/133865
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NOTE: All resumes must be received no later than the last day of the posting period.