

Civil Service Title: Administrative Park and Recreation Manager
Title Code No: 05146
Office Title: Program Manager of Ocean Breeze Athletic Complex

Level: MI
Salary: \$75,000 - \$81,000
Work Location: Staten Island
Number of Positions: 1

Ocean Breeze Park will have a 2,500-seat athletic complex that boasts a state-of-the-art indoor track and field amenity, exercise rooms and a food concession. Once open, the facility will become a premier destination for athletic events, drawing competitors from around the region. Future capital plans include various sport fields and a cross-country running course.

MAJOR RESPONSIBILITIES

- Under general direction, with varying latitude for the exercise of independent judgment, responsible for the operations, programs and activities of the complex.
- Assist with the implementation of policy and procedure for the organization and administration of the complex.
- Ensure park features and the physical plants are inspected in accordance with Parks Inspection Program (PIP) standards, and aggressively pursue the immediate correction of safety hazards. Track maintenance activities, status of work orders and inventory levels using the Asset Management Park System (AMPS).
- Oversee schedule and coordination of all track and field meets, exhibitions and practice sessions.
- Work with schools, clubs, and regional and national organizations to identify and accommodate constituent needs.
- Work closely with all organizations and individuals contracted to provide services and programming at the complex.
- Track memberships and coordinate membership deposits; oversee facility usage and permit process.
- Support the development and execution of agency and grant funded programs.
- Assist in the management of the budget, which includes purchasing, accounting and revenue tracking.
- Prepare needs analyses, budget justifications and productivity reports for senior management.
- Provide on-site supervision of full-time, seasonal and other staff.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college plus four years satisfactory, full-time experience in recreation leadership, gardening, grounds maintenance, building maintenance or construction, of which 18 months must have been in an administrative, consultative, managerial or executive capacity; or
2. High school graduation or its educational equivalent plus six years of experience as described in “1” above; or
3. Education and/or experience equivalent to “1” or “2” above. However, all candidates must have at least 18 months of administrative, consultative, managerial, or executive experience as described in “1” 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. Experience in facilities management.
2. Excellent management, writing, computer, organizational and communication skills.
3. Strong understanding of planning, coordinating and/or supervising Track & Field events and recreation programs.
4. Knowledge of the local Track & Field community, equipment and rules of the sport.
5. Fluency with Daktronics, Hy-tek and finishlynx integration and functionality.
6. Familiarity with databases and scheduling information systems.
7. Available to work nights and weekends.
8. Valid New York State driver license.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID# 132517**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID# 132517**

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Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 10/04/13

POST UNTIL: 10/25/13

Job ID: 846/14/132517

NOTE: All resumes must be received no later than the last day of the posting period.