



Village of Watkins Glen
303 N. Franklin Street
Watkins Glen, NY 14891
607-535-2736

Job Opening
PARKS AND RECREATION COORDINATOR
Village of Watkins Glen

SALARY: \$18 - \$20/hour based on experience

LAST DATE TO FILE: Applications accepted until vacancy filled.

VACANCY: At the present time, there is one full time opening with the Village of Watkins Glen in the Parks Department. This is a non-competitive title; therefore, no Civil Service examination is required.

HOW TO APPLY: Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**.

Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email (civilservice@co.schuyler.ny.us), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the operation of park's office, which includes clerical duties and supervises assigned employees. The incumbent works under the general direction of the Superintendent of Parks & Recreation, or other designated personnel. In the absence of the Superintendent of Parks & Recreation, or other designated personnel, the incumbent is responsible for directing and coordinating the operation of the recreation facilities in the parks and recreation department and directing and coordinating the parks maintenance needs. Supervises, directs, manages and coordinates various levels of staff in recreation, maintenance, security and operation of the parks and recreation department. Does related work as required.

TYPICAL WORK ACTIVITIES: Supervises assigned employees; Classifies a variety of receipts and expenditures, and distributes items according to prescribed procedure; Receives remittance by mail or in person, verifies amount, and posts to book of original entry and issues receipts for monies received;

Operation of word processing programs, other computer programs and office machines; Processes, sorts, indexes, records and files a variety of correspondence, bills and receipts; Assigns, coordinates daily work schedules of employees under his/her direction; Assists in orientation of new staff to recreation policy and procedure and trains personnel in necessary skills; Assists clients; Makes periodic inspections of the parks; Inspects facilities and equipment for safety purposes.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; Ability to plan, train, assign and supervise subordinates; Ability to develop effective working relationships and deal diplomatically with the public; Ability to understand and interpret oral instructions and/or written directions; Ability to organize and maintain accurate records and files; Ability to compile accurate reports; Ability to effectively communicate orally and in writing; Ability to deal courteously and tactfully with the public; Good powers of observation; Integrity and good judgment; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma; AND
- B. One year of supervision and or administrative experience OR one year of experience in park operations.

This institution is an equal opportunity provider and employer

Applications and announcements are available at www.schuylerscounty.us or the Schuylers County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

Date Issued: May 5, 2022