



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

Job Opening  
**Superintendent of  
Village Parks and Recreation**

**SALARY:** Salary commensurate with experience plus excellent benefit package.

**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. This is a non-competitive title.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. For convenience you can continue to mail, email, fax or use the drop box for application submission, 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:** Responsible, under the direction of the Board of Trustees, for the promotion, improvement, maintenance, and operation of parks complex including community center. Responsible for the operation of all facilities in the park; responsible for working with the Buildings and Grounds staff on the planning and scheduling of maintenance of buildings and grounds; receiving and coordinating camping reservations. Supervises, directs, manages, and coordinates various levels of staff in recreation, security, and operation of the parks and recreation department. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Makes periodic inspections of the parks;
- Promotes use of the park and rental of Village facilities by community groups;
- Requisitions materials and supplies;
- Works with Village Board and Treasurer regarding fiscal responsibilities, provides input for budgetary planning;
- Accountable for daily cash receipts;
- Recommends improvement of park facilities to the Board of Trustees;
- Supervises the work of Campground Lead, Laborers, Lifeguards and other personnel that work during the season;
- Plans daily work schedules of employees under his/her direction;
- Inspect facilities and equipment for safety purposes;

- Responsible for the short and long-range departmental planning and Park grants;
- Provide management for the campground;
- Schedules, assigns and observes the activities of subordinate personnel;
- Orients new staff to recreation, safety and health policies and procedures and trains personnel in necessary skills;
- Conducts staff meetings;
- Schedule all rentals and special events;
- Responsible for working with Buildings and Grounds Lead for campground maintenance and supervision of work crew;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Skills in planning, organization and leadership; ability to train and supervise personnel;
- Skills in working cooperatively with staff members, customers, village managers, and community groups;
- Ability to maintain accurate records and reports;
- Ability to make independent decisions;
- Ability to communicate orally and in writing;
- Ability to plan and assign work activities of considerable variety and importance; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university with an Associate's degree or higher and a minimum one year of management experience, preferably with knowledge of budget creation and administration, and event planning; OR
- B) Graduation from high school or possession of an equivalency diploma and minimum three years of management experience, preferably with knowledge of budget creation and administration, and event planning.

**SPECIAL REQUIREMENTS FOR THE VILLAGE OF WATKINS GLEN:**

Must possess a valid New York State driver's license at the time of appointment and throughout employment.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: January 9, 2024**