

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1521800

Campgrounds Program Supervisor, Grade 21	1521800
Campgrounds Program Manager, Grade 27	1521900

Brief Description of Class Series

Positions in this title series oversee recreation programs for the Department of Environmental Conservation's campgrounds. These positions centrally coordinate recreation program budgets, contracts, policies, daily business operating procedures, daily revenue audit and reconciliation, security, and training for the Department of Environmental Conservation (DEC) campgrounds program or day-use parks. The positions oversee and manage the administration of campgrounds and day use areas in accordance with the Adirondack and Catskill Park State Land Master Plans and forest preserve stewardship guidelines. They also develop and manage concession contracts, temporary revocable permits, and service peddler permits.

Distinguishing Characteristics

Campgrounds Program Supervisor: second level supervisor; supervises Campgrounds Program Coordinators, and other Bureau of Recreation program staff; and manages DEC contracts such as those for reservation services, marketing, and concessions.

Campgrounds Program Manager: manager; oversees DEC's recreation programs for campgrounds and day-use parks; and supervises Campgrounds Program Supervisors, Campgrounds Program Coordinators, and clerical staff.

Related Class

Park Managers plan, direct, and coordinate the operations, recreation activities and facilities, maintenance, programs, and non-Park Police related security at an assigned park or group of parks. These positions are classified only in the regional and district operations of the Office of Parks, Recreation and Historic Preservation.

Illustrative Duties

Campgrounds Program Supervisor: manages contracts for reservation services, advertising, and concessions; monitors recruiting and reporting for programs; coordinates technology updates and support for remote field locations; assists with coordinating events to promote outdoor recreation; coordinates training, health and safety programs, and procedures for recreation program staff; develops new training courses and updates existing curricula; coordinates with regional staff on training, meetings, and annual program reviews; acts as a liaison with other units within the agency, as it relates to public promotion and outreach; develops, maintains, and prepares reports, verifying daily business revenues and financial audits from the various field locations; develops and maintains sales statistics related to fiscal information and attendance figures; inspects facilities to ensure compliance with program policies and reports findings to management; and supervises Campgrounds Program Coordinators, and other recreation program staff.

Campgrounds Program Manager: directs staff in delivering recreation programs; establishes, directs, and implements administrative policies consistent with State law and department guidelines; oversees contracts for reservation services, advertising, concessions, and other services; assists in the preparation of contracts; provides oversight of the health and safety program; directs infrastructure projects and manages budgets and program spending; manages the administration of the agency's sign production facilities and programs; manages and oversees the agency's accessibility program; consults with other agencies in the development of long-range plans for DEC recreation facilities; coordinates annual budget preparation and monitors spending and seasonal staff; allocates funding to the regional programs; develops capital spending plans and coordinates the delivery of programs with other State agencies; works with Office of General Counsel for legal interpretations and programmatic advice; collaborates with Division management; evaluates facility usage and trends and ensures infrastructure systems meet health and safety standards; coordinates with budgetary and fiscal personnel, engineering staff, and regional management to prioritize facility improvements; directs infrastructure projects and manages budgets and program spending; manages the administration of the agency's sign production facilities and programs; manages and oversees the agency's accessibility program, including supervising the accessibility coordinator; prepares written reports on regional operations, programs, and activities; and assists with public relations activities, such as replying to complaints and taking corrective actions when appropriate, and speaking before community groups.

Minimum Qualifications

Campgrounds Program Supervisor:

Promotion: one year of service as a Campgrounds Program Coordinator.

Open-Competitive: six years of experience in the administration of a recreation program; including the administration of a recreation/reservation system. An associate's degree may substitute for two years of experience. A bachelor's degree may substitute for four years of experience.

Campgrounds Program Manager:

Promotion: one year of service as a Campgrounds Program Supervisor.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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