

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1567510

Recreation Complex Manager 1, Grade 18	1567510
Recreation Complex Manager 2, Grade 21	1567520

Brief Description of Class Series

Positions in this series manage operations, programs, and maintenance for the four recreation complexes at the Riverbank State Park, a 28-acre recreational complex in Manhattan.

These positions are classified only at this facility, at the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Recreation Complex Manager 1: non-competitive; assists the Recreation Complex Manager 2 in managing one of the four recreation complexes at the park, the swimming pool complex, the indoor and outdoor sports and athletic facilities, the skating building, and the cultural and arts building and amphitheater; serves as shift supervisor for all programs and operations.

Recreation Complex Manager 2: non-competitive; manages all programs and operations at one of the four recreational complexes.

Illustrative Tasks

Recreation Complex Manager 1

Serves as shift supervisor for an assigned complex and is responsible for all activities and staff.

- Assigns staff based on program schedules and patron needs.
- Trains, supervises, and evaluates recreational and cleaning staff.

Maintains equipment and supply inventories, oversees their maintenance and storage, and initiates purchases.

Inspects facilities to determine maintenance and cleaning needs, directs staff as needed, and issues work orders for major repairs.

- Assists in developing preventive maintenance and cleaning programs.

Evaluates programs and services offered to determine if they are satisfactory to the public and if programs and services need to be revised or expanded.

Meets with patrons and staff to resolve complaints and problems.

Provides overall assistance to the Recreation Complex Manager 2 in managing the operations and programs for the complex.

Recreation Complex Manager 2

Manages programs and operations for the complex to which assigned.

Determines fiscal needs and prepares budget request for complex.

Oversees records for the complex such as revenue, attendance, supplies, and schedules, and may prepare statistical, financial, and accounting reports.

Supervises recreation and administrative staff and participates in recruitment and training programs.

Inspects cleaning and maintenance and develops and implements cleaning and routine maintenance schedules.

In conjunction with the Physical Plant Manager, plans major maintenance projects.

Identifies community recreational needs and works with the community and school groups and local government officials to develop and implement programs, schedules, and special events.

Inspects concessions to determine compliance with contracts.

Implements and supervises visitor services and public and staff safety programs.

Identifies alternate funding sources and prepares grant requests for facility, solicits funding and sponsorships, and conducts fund-raising activities.

Minimum Qualifications

Recreation Complex Manager 1

Non-competitive: Six years of experience directing an athletic, sports or recreation facility or program, one year of this experience must be at a supervisory level.

Recreation Complex Manager 2

Non-competitive: Seven years of experience directing an athletic, sports or recreation facility or program, one year of this experience must be at a supervisory level.

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 the work that might be appropriately performed by a class. The minimum qualifications above are those 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.

06/2025

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