

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

Classification Standard

**Occ. Code 1545700**

<b>Park &amp; Recreation Specialist 1, NS</b>	<b>1545700</b>
<b>Park &amp; Recreation Specialist 2, NS</b>	<b>1545800</b>

Brief Description of Class Series

Park Recreation Specialists assist in planning, coordinating, and overseeing the maintenance and operations activities of a state park or historic site, or may participate in the administration of a program or programs when assigned to a regional office or the Albany Office. Incumbents perform a variety of administrative duties; plan, assign, and assist with the completion of work projects; and develop and implement programs and services for the public.

These positions are classified only in the Office of Parks, Recreation, and Historic Preservation.

Distinguishing Characteristics

The level of classification is distinguished by the type of facilities or programs the position is assigned to oversee or the level of supervisory responsibility of the position. All positions in this title series are classified as Park Recreation Specialist 2; however, appointments can be made at the Park Recreation Specialist 1 level. Each level has a separate and distinct hourly rate established with the approval of the Division of the Budget.

*Park & Recreation Specialist 1:* seasonal; oversees operations at small or medium sized facilities or participates in the administration of smaller, less complex programs when assigned to a regional office or the Albany Office.

*Park & Recreation Specialist 2:* seasonal; oversees operations at large sized facilities or participates in the administration of larger, more complex programs when assigned to a regional office or the Albany Office.

Related Classes

Parks & Recreation Aides assist in the maintenance and operation of parks and historic sites overseen by the Office of Parks, Recreation & Historic Preservation

properties throughout New York State. Positions in this title series are classified as Parks and Recreation Aides 7; however, appointments can be made at any level in the title series. Each level has a separate and distinct hourly rate established with the approval of the Division of the Budget.

### Illustrative Duties

Performs administrative duties in support of a facility or park region.

- Receives, reviews, and replies to patron or employee complaints.
- Monitors inventory and requisitions materials, tools, equipment, and supplies.
- Prepares various reports, including attendance, revenue, personnel, and work progress reports.
- Monitors concession operations and completes reports pertaining to cash audits, health inspections, and complaints.
- Assists with facility budget preparation and justification.

May supervise the overall operation of a small park or a recreational facility such as a bathhouse, beach, sports complex, picnic area, or campground, or may be assigned responsibility for specific park or facility programs and activities.

- Assigns, reviews, trains, and evaluates work of lower-level seasonal employees.
- Occasionally prepares seasonal payrolls, timesheets, and/or performs various office support activities.
- Monitors and oversees fee collecting and verification activities.
- Controls access to parking to and from park facilities during peak periods, registers campers and boaters, and issues permits.
- May be assigned responsibility for specific park or facility programs and activities.
- Keeps inventory of recreational equipment and monitors its condition.
- Schedules and conducts facility activities, programs, and special events.
- Instructs classes related to recreational programming.
- Assists in emergency situations by applying emergency procedures and

practices, assisting and directing staff, and working with patrons to minimize potential problems.

- May be assigned on a temporary basis to work in or supervise a large park office, as needed.
- Responds to and works with community groups and organizations regarding facility use requests.
- Coordinates logistical aspects of routine programs and special events including security, admissions, transportation, traffic flow, and cleanup.
- Coordinates temporary maintenance work for special events such as adding electrical lines and electrical supply, installing bandstands, and renting special equipment.
- Issues special permits.

When assigned to a regional office or the Albany Office:

- Performs a variety of tasks including carrying out small projects.
- Serves as a member of a project team to complete segments of larger more complex projects.
- Serve as assistants to higher level professional staff for projects by providing determinations or recommendations based on research and analysis.
- Provides technical assistance and information to consultants, public officials, and facility managers concerning the development and implementation of recreation programs or projects.
- Develops expenditure plans for various grants and funding sources to provide financial resources necessary to implement recreation programs.
- Performs evaluations of recreation programs and projects.
- Works with the Public Affairs Bureau to develop and implement public participation plans for recreation programs.
- Develops and conducts workshops and seminars to coordinate and disseminate information to industry, public officials, and the public regarding recreation programs.
- Conducts field inspections to assist in the gathering and analysis of data and/or to ensure proper implementation of programs and projects.

- Reviews and analyzes reports and statistical summaries and provides recommendations.

#### Minimum Qualifications

##### *Park & Recreation Specialist 1*

Open Competitive: one year of experience in maintenance, construction, landscaping, business operations, park operations, or in an organized recreation program.

##### *Park & Recreation Specialist 2*

Open Competitive: two years of experience in maintenance, construction, landscaping, business operations, park operations, or in an organized recreation program.

**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.

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