

Assistant Director of Parks and Recreation Tompkins County

Department: Town of Lansing

Classification: Competitive

Approved: 3/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited or registered college with an Associate's Degree in park administration, recreation, physical education, sports management, or a closely related field, AND one (1) year of full-time paid experience (or part-time/volunteer equivalent) in parks, recreation, physical education or athletics program setting; OR
2. Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time paid experience (or part-time/volunteer equivalent) in public works, parks, recreation, physical education or athletics program setting; OR
3. Any combination of education and experience equal to or greater than those described above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant Director of Parks and Recreation is responsible for assisting the Director in the planning, organizing and administering all aspects of the parks and recreation programs for the town. The incumbent may be required to spend some time in a leadership role for a particular program or activity. Work is performed under the general direction of the Director, with some latitude for independent judgment. Supervision may be exercised over full-time, part-time, and seasonal staff. Incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Directs the daily operations of parks facilities varying in size and utilization, with diverse amenities including, but not limited to, playgrounds, sports courts, beach front, inlets, boat launches, fishing piers, performing arts venues, picnic sites, pavilions, environmental/historical exhibits, athletic fields and buildings, concessions, birding areas, hiking/biking trails and reserved open space;
- Manages the planning, organizing, promoting and directing recreation activities and events for all ages, and development programs for youth;
- Assists with the coordination with youth programming organizations to develop youth enrichment programs;
- Assists with the coordination and communication with Department of Public Works on the day-to-day maintenance of park, trails and recreational grounds and facilities.
- Manages the preparation and distribution of news releases, ads, event/game/program schedules, flyers and brochures;
- Assist with publicizing the activities of the parks, trails and recreation programs;
- Keeps records of attendance, activities, equipment, etc.;
- Assists with maintaining, monitoring, and regularly updating inventory of all park and recreation related assets, noting current condition, estimated remaining useful life, and estimated repair/replacement schedule;
- Assists with the requisitioning and/or purchasing of necessary equipment, supplies and services;
- Assists with managing public and private use of facilities, including leases, rentals, events, and recreation programs;
- Assists with obtaining appropriate building use and/or permits for programs;

- Makes periodic inspections of recreation facilities, and athletic fields to ensure program activities are being carried out properly and that health and safety standards are maintained;
- May represent the recreation program at meetings with community organizations;
- Makes up schedule for sports and special events;
- May inventory, distribute and collect equipment;
- Assists with assigning, maintaining and preparing courts, fields, facilities, etc. for use;
- Assist with supervision of the work of subordinate staff including contracted service providers and volunteers;
- Maintains order and enforces rules and regulations;
- Makes arrangements for and may conduct a recreation or youth program;
- Assists with the preparation of and may present special reports regarding the needs of the program and effectiveness of services provided;
- May assist with the officiating at athletic events, chaperoning of trips and other group activities;
- May assist in the instruction of children in games, sports, arts and crafts, dancing, singing, dramatics, etc.;
- May assist with the preparation of parks fields for sporting and other events;
- May perform routine custodial and maintenance tasks including operating power mowers and other grounds related equipment.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices involved in administering a town recreation program;
- Good knowledge of the operations of parks and trails;
- Good knowledge of the recreation needs of the community;
- Good knowledge of the principles and practices of supervision;
- Ability to plan, organize and promote a variety of recreation activities;
- Ability to operate equipment;
- Working knowledge of the principles and practices of budgeting;
- Ability to assess program needs and accomplish goals within the confines of available resources;
- Ability to communicate effectively, both orally and in writing, with groups and individuals;
- Good problem-solving skills, tact, courtesy and good judgment are required;
- Obtain and maintain first aid and CPR with AED certification;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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