

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: Either:

- a. Graduation from an accredited or registered college with a Bachelor's Degree in park administration, recreation, physical education, sports management, or a closely related field, AND three (3) years of full-time paid experience (or part-time/volunteer equivalent) in a parks, recreation, physical education or athletics program setting, including one (1) year of managerial experience; OR
- b. 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 five (5) years of full-time paid experience (or part-time/volunteer equivalent) in a parks, recreation, physical education or athletics program setting, including one (1) year of managerial experience; OR
- c. Graduation from high school or possession of a high school equivalency diploma AND seven (7) years of full-time paid experience (or part-time/volunteer equivalent) in a parks, recreation, physical education or athletics program setting, including one (1) year of managerial experience; OR
- d. 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.

SPECIAL REQUIREMENTS:

The applicant must possess a valid NYS Driver's license to operate a motor vehicle at the time of application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Parks and Recreation is responsible for managing parks & trails operations and the planning, organizing and administering aspects of a recreation program. Incumbent selects, trains and supervises personnel, manages finances and performs public relations. Work involves planning, directing, and coordinating operations, programs, events, staffing, safety, and customer service, with the goal of ensuring vibrant, accessible, and well-maintained spaces that serve diverse community needs. Work is performed under the administrative direction of the Town Supervisor, with a wide latitude for independent judgment. Supervision is exercised over full-time, part-time, and seasonal staff. Incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Oversees 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.

- Oversees staffing schedules, maintenance and operational support, and daily operations.
- Oversees the inventory of all park and recreation related assets, noting current condition, estimated remaining useful life, and estimated repair/replacement schedule.
- Coordinates and communicates often with Department of Public Works on the day-to-day maintenance of park, trails and recreational grounds and facilities.
- Coordinates with the Department of Public Works, contractors and consultants for repairs and capital projects.
- Oversees the development of program and facility schedules in coordination with other departments and external organizations, as necessary.
- Manages public and private use of facilities, including leases, rentals, events, and recreation programs.
- Collaborates and communicates with external organizations, clubs, schools, etc. on shared resources.
- Monitors and enforces compliance of established contracts, park and policies, and health and safety standards.
- Monitors all regulatory permits and licenses necessary for operations of parks and recreation facilities and programs.
- Oversees the 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;
- Works with town leadership and town staff on facility planning and long-term improvements.
- Administers the parks and recreation department budget, monitors revenue and expenditures, and prepares financial and operational reports; requisitioning and/or purchasing necessary equipment, supplies and services.
- Ensures compliance with health, safety, environmental, and accessibility standards.
- Develops and leads safety, emergency response, and risk management procedures.
- Manages program registration systems, customer service processes, and cash control procedures.
- Recruits, hires, trains, supervises, evaluates, and mentors staff and volunteers; ensures ongoing professional development.
- Manages program marketing, outreach, and public communication.
- Coordinates with youth programming organizations for youth development and enrichment programs;
- Represents the parks and recreations program at meetings with committees and community organizations.
- Engages with community partners, stakeholders, and constituents to promote inclusive use of park and recreation resources.
- Investigates and resolves patron complaints and incidents; maintains accurate incident and accident reports.
- Monitors facility performance indicators and user feedback to inform service and program improvements.
- Promotes stewardship of natural and historic assets within parks and trails through educational programming and interpretation.
- May fill-in for particular program or activity, and or use department equipment, as necessary.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Thorough knowledge of park and facility operations, including recreation programming, maintenance coordination, budgeting, and customer service;
- Good knowledge of the rules/regulations regarding local athletic leagues and safety issues;
- Good knowledge of budgeting, procurement and financial reporting system;
- Ability to develop and maintain preventive maintenance records, schedules, equipment repair histories, work orders, and inventory on the computer;
- Ability to assess program needs and accomplish goals within the confines of available resources;
- Ability to prepare cost estimates for labor, materials and equipment;
- Ability to operate equipment;
- Ability to understand and carry out difficult oral and written directions;
- Ability to plan, supervise and train the work of others;
- Ability to deal with requests promptly, courteously, and professionally;
- Ability to identify potentially hazardous conditions and maintain the health and safety of others;
- Ability to analyze, diagnose, and problem solve situations and prescribe solutions;
- Ability to prepare reports clearly and concisely;
- Ability to get along with others;
- Ability to maintain effective and professional working relationships with Department employees, other municipal employees and other municipalities' employees;

- 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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