

CITY OF OLEAN

Office of the City Auditor

Olean Municipal Building • 101 East State Street
P.O. Box 668 • Olean, NY 14760-0668
Phone: (716) 376-5613
WEBSITE: www.cityofolean.org



Terri Belli, Office Manager
Park/Facility Reservations
Payroll/Human Resource
PHONE: (716) 376-5666 * FAX: (716) 373-4906
EMAIL: tbelli@cityofolean.org

CITY OF OLEAN POSITION OPENING

The City of Olean is seeking applications for a full time, provisional, competitive position of Youth & Recreation Program Coordinator. Minimum qualifications are set by the Civil Service Commission. This is a Union position, 40 hours per week, with a starting wage of \$22.76 p/hour.

Applications and job specifications available at the City of Olean Auditor's Office in the Olean Municipal Building, Room 109 or on-line at cityofolean.org. Applications will be accepted until 5 p.m. on Friday, September 15. For more information, call 716-376-5666. EOE

YOUTH BUREAU AND RECREATION PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES: Important and responsible work involving planning, assigning and supervising activities within the Youth Bureau and recreation programs. An incumbent is delegated a variety of clerical, administrative and managerial duties in conducting agency affairs; public relations, and coordination of business activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work includes managerial and administrative work involving responsibility for considerable exercise of independent judgment in planning, initiating, coordinating, directing, supervising, reviewing and promoting a variety of Youth Bureau and recreation programs and projects. Work also includes promoting a variety of delinquency control and prevention projects including educational and casework advocacy activities. Direct supervision is exercised over the work of subordinate and part-time employees. Work is performed under the general supervision of the Mayor.

EXAMPLES OF WORK (Illustrative only)

- Plans, assigns, promotes, initiates, coordinates and directs a wide variety of special activities to better protect the welfare of children and youth;
- Plans, organizes and directs playground, recreation and athletic activities;
- Makes periodic inspection of recreation facilities, playgrounds and athletic fields to ensure that program activities are being carried out properly and that health and safety standards are maintained;
- Accounts for monies collected on a daily basis;
- Acts as liaison with schools, other agencies and organizations interested in the youth/adults of the community;
- Prepares news and publicity releases, radio announcements, feature stories and other public relations material with approval;
- Develops and maintains a budget for the department, determines office needs and training needs of the staff;
- Submits reports on the department's operations to the Mayor and Common Council as directed;
- Attends meeting as required on behalf of the department;
- Performs technical services related to juvenile delinquency prevention and directs referrals of cases to proper agencies;
- Reviews a variety of billings for completeness and accuracy; compares them with departmental records to determine appropriateness and posts them to permanent records;
- Completes department payroll and maintains employee records;

- Conducts routine correspondence on matters such as booking summer parks, scheduling softball fields and facilities;
- Operates a variety of office machines.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of office terminology, procedures and equipment; good knowledge of the principles and modern practices of office management and supervision; good knowledge of principals and modern practices of account keeping and budget control; ability to organize and coordinate the work of others; ability to understand and carry out complex oral and written directions; good knowledge of recreation theory, principals and practices; good knowledge of planning and equipping recreation facilities; working knowledge of standard building maintenance practices; working knowledge of the apparatus and equipment required for hockey, ice skating, swimming, tennis and recreation sports activities; ability to plan and promote a comprehensive community wide program of delinquency prevention; ability to work with groups of people of all ages and address groups effectively; emotional maturity; good judgment; reliability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or college or possession of a New York State high school equivalency diploma, and;

- a) Graduation from a regionally accredited or New York State registered college or university with at least an Associates degree in the social or behavioral sciences, education or business administration; or
- b) Two (2) years of experience involving the administration, delivery or monitoring of youth program services; or.
- c) Graduation from high school or possession of a high school equivalency diploma and four (4) seasons of experience in the conduct of an organized recreation or athletic program.
- d) An equivalent combination of training and experience.

SPECIAL REQUIREMENTS: Possession of a license to operate a motor vehicle in New York State or candidate will otherwise demonstrate their ability to meet the transportation needs of the job.

Competitive

Revised 4/07