# TOWN OF CAMILLUS OPEN POSITION

## Director, Parks & Recreation

**This is a competitive position within Onondaga County Civil Service. Appointment is provisional until a successful score is attained on the next scheduled competitive exam.**

The Town of Camillus has 12 Town Parks, a large number of programs and events, the Town Shop Teen Center, the Senior Center, oversight for an ice rink, a public beach, and historical operations including the Liz and Dave Beebe Camillus Erie Canal Park and the Camillus Octagon House. The successful applicant will have experience with a wide variety of similar facilities and programs and in grant management. Each are described at www.townofcamillus.gov.

**Pay Rate:** $80,000 based on directly related successful experience.

- Directs and oversees all Department staff, facilities, programs, projects and grants.
- Supervises the daily operation and maintenance of town park(s) and all programs.
- Develops, monitors and administers the department operating budget.
- Drafts service requisitions after obtaining price estimates, quotes, and related information.
- Supervises daily programming and recreational opportunities.
- Interviews, hires, evaluates, schedules ,and supervises subordinate employees
- Proposes and assists in overseeing departmental capital projects.
- Directs the development and implementation of department capital projects.
- Coordinates staff, equipment, and materials involved with facility maintenance.
- Assists in the development and direction of special events within park areas and facilities.
- Coordinates, advises, and assists the Town Supervisor and Town Board in Park responsibilities.
- Develops/implements employee and visitor safety, departmental protocol, and public relations.
- Responds to and resolves issues.
- Represents the Department to the Town Board.
- Coordinates and consolidates responsibilities with other departments.
- Develops new initiatives within the Department to ensure public demand for services is met.
- Serves on a variety of community committees, boards, and commissions.
- Represents the Department, working directly with community and not for profit organizations.
- Performs public relations duties to maintain and enhance the image of the department.

## Minimum Qualifications

A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Forestry, Environmental Science, Park and Recreation Management, or a closely related field and two (2) years of professional level work experience, or its part time equivalent in park operations, park maintenance, or park management.

B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in Forestry, Environmental Science, Parks and Recreation Management, or a closely related field **and** four (4) years of paraprofessional or professional-level work experience, or its part-time equivalent, in park operations, park maintenance or park management, at least two (2) years of which must have been in a professional-level capacity.

C) Six (6) years of paraprofessional or professional-level work experience, or its part-time equivalent in park operations, park maintenance, or park management, at least two (2) years of which must have been in a professional-level capacity.

**APPLY BY SEPTEMBER 25, 2026, TO:**
Human Resources, Town of Camillus, 4600 West Genesee St. Syracuse NY 13219
Or atindall@townofcamillus.com