



Incorporated Village of Floral Park
Employment Opportunity: Superintendent of Recreation
Posting Date: December 20, 2024

The Village of Floral Park is seeking an experienced and talented professional to serve as our next Superintendent of Recreation. Our current Superintendent of Recreation is retiring following a distinguished career in service to the Floral Park community.

Floral Park Village is a suburban community located on Long Island. It shares a border with New York City and is home to approximately 16,000 residents. The Village is a full-service village that maintains its own Police Department, Fire Department, Department of Public Works, Buildings Department, Pool & Recreation Center and Library. The Village is led by its Mayor and Board of Trustees along with its Village Administrator, who manages the day-to-day operation of the Village and its \$33 million annual budget.

Working closely with members of the public, staff and elected officials, the position of Superintendent of Recreation requires a commitment to service, high level of organizational skills and exceptional interpersonal skills.

The Village Superintendent of Recreation manages the Village's Recreation facilities and implements the Village's Recreation programs. The Recreation facilities include a 12.5 acre Recreation Center with basketball courts, multi-purpose roller hockey rink, baseball/softball fields, tennis courts, pickleball courts, children's playground and a seasonal swimming pool. The Recreation Center is extensively utilized by numerous sports leagues, such as Little League. The Recreation Center operates a year-round Recreation Building for Village programs, events and meetings.

Illustrative Example of Duties:

- Management of the Recreation facilities described above.
- Hiring and supervising of Recreation Department staff, which includes approximately 35 year-round, part-time staff and which can increase to 75 seasonal employees in summer months.
- Supervising and planning the work assigned to laborers and equipment operators.
- Budget preparation and oversight of the Recreation Department's \$2.3 million budget.
- Creating, implementing and evaluating the various Recreation Center programs.
- Managing procurement of goods, services, contractors and other vendors for the Recreation

Department.

- Overseeing preparations for pool re-opening each spring.
- Coordinating the work of the Village's Recreation and Pool Committees to develop policies and recommendations for the operation of Recreation Center and Pool.

Desirable Knowledge, Skill and Abilities:

- Education: BA or BS preferred.
- Proficiency in Microsoft Word, Excel and PowerPoint.
- Knowledge of the Village of Floral Park and its surrounding communities.
- Excellent writing and verbal communication skills.
- Demonstrated ability to relate with people in a personable, positive manner.
- Experience with employee supervision and staff development with three or more years in a supervisory role.
- Certified Pool Operator preferred.
- Experience with budget preparation and oversight.
- Experience with recreation and/or sports program development and implementation.

Salary: Commensurate with experience.

Benefits: Provided pursuant to Village's Exempt Staff - Management Policy

Application: Qualified candidates should send a cover letter and copy of their resume to Village Administrator Gerard Bambrick at gbambrick@fpvillage.org .