

TOWN OF WEST SENECA



SHEILA M. MEEGAN
TOWN SUPERVISOR

To: Fellow Town Board Members

From: Sheila M. Meegan, Town Supervisor

Date: April 12, 2012

Re: Creation of Recreation Leader (Competitive)

Per the attached communication, kindly move to create the position of Recreation Leader (Competitive) and further authorize the Supervisor to complete and sign the necessary forms with Erie County Personnel.

APR 16 2012

2.



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

April 5, 2012

Ms. Sheila M. Meegan, Town of West Seneca Supervisor
West Seneca Town Hall
1250 Union Road
West Seneca, NY 14224

Dear Supervisor Meegan:

We have received your PO-17 form outlining the duties of the new position that you anticipate establishing in your town.

Enclosed you will find two copies of the New Position Duties Statement. Section 7 has been completed to indicate what the title of the position should be:

(1) RECREATION LEADER (COMPETITIVE)

When the creation of the position has been finally approved by the Board, please complete Section 8 of the enclosed forms, returning the original copy for our files.

Sincerely,

John W. Greenan
Commissioner of Personnel

Tami L. Burns DiCioccio

Tami L. Burns DiCioccio
Municipal Personnel Consultant

JWG:TBD:ceb
Encl

Form PO-17
Rev. 1/89

NEW POSITION DUTIES STATEMENT

RECREATION LEADER

Date 4.4.2012
From: County Dept. _____
Town WEST SENECA
Village _____
School Dists. _____
Special Dists. _____

To: PERSONNEL OFFICER County of Erie
Edward A. Rath County Office Bldg.
95 Franklin Street
Buffalo, New York 14202

Pursuant to the provisions of Section 22, of the Civil Service Law, I am submitting statement of duties of proposed new position. (NOTE: Department head or other authority requesting the creation of a new position, shall prepare a description for each new position to be created except that one description may cover two or more identical positions in the same unit. Send three typed copies to the Personnel Officer.)

PER CENT OF WORK TIME	1. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.
100 %	<p>Conducts one or more group recreation activities of a general or social nature such as ball playing, dancing, singing or routine arts and crafts; Organizes the group according to interest and age group; gives individual or group instructions; schedules contests and special events; Schedules events and use of facilities and equipment; supervises group to insure safety of participants; acts as a referee or umpire; Keeps records and prepares reports on activity; may render first aid and assist with the instruction in other areas.</p> <p>Represents the director and department on panels and committees</p>

(Attach additional sheets if more space is needed)

2. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

NAME	TITLE	TYPE OF SUPERVISION
MARY JOSEFIAK	DIRECTOR SENIORS/RECREATION/YOUTH	DIRECT

3. Names and Titles of Persons Supervised by employee in this position

NAME	TITLE	TYPE OF SUPERVISION
ALL PART TIME EMPLOYEES IN THE RECREATION DEPARTMENT		DIRECT

4. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
N/A		

5. What minimum qualifications do you think should be required for this position? (High School, College, Degrees, etc., plus years of experience)

Graduation from a regionally accredited or NYS registered four (4) year college or university with a Bachelor's degree in physical education, recreation or related field and one (1) year of experience in the physical education or recreation field; or

Essential knowledge, skills and abilities:

Thorough knowledge of the organization and conduct of one or more types of recreational activities; good knowledge of the methods of group instruction; ability to stimulate and hold the interest of participants; ability to render first aid; initiative; resourcefulness; physical condition commensurate with the demands of the position.

6. As Department Head (or other Authority) I certify the above statements are accurate and complete.

Date: 4-4-2012 Title: TOWN SUPERVISOR Signature: *Paul M. Morgan*

CERTIFICATE OF PERSONNEL OFFICER

7. In accordance with the provisions of Civil Service Law, Section 22, the ERIE COUNTY PERSONNEL OFFICER certifies that the appropriate civil service title for the position described is

(1) RECREATION LEADER (COMPETITIVE)

Date: 4-4-2012 Signature: *Jami Burns Deane*

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

8. Creation of described position:

Approved

Disapproved

Date: _____ Signature: _____