

The Maryland-National Capital Park and Planning Commission

TITLE: County-Wide Therapeutic Recreation GRADE: J CODE: 3312
Division Manager DATE: 1/13/88
SERIES: Recreation REV: 12/20/89

Examples of Important Duties (Continued)

5. Coordinates internally. Reviews and make recommendations for all facilities developed in the Department to insure compliance with various building codes concerning physical access to individuals with disabilities. Also includes reviewing Commission policies and procedures and serves on committee to insure that Commission facilities and programs provides equal access and enjoyment to individuals with disabilities. Act as the 504 coordinator for the Department.
6. Coordinates externally. Meets with citizens, community groups, schools, business groups, Board of Education, Planning Board, County Council, and other local, state and federal governmental agencies to identify needs, plan programs, coordinate activities, and represent the Department on issues related to leisure services and individuals who are disabled. Coordinates with the Board of Education and other agencies on use of facilities.
7. Conducts research. Reviews technical literature, conducts surveys, meets with vendors, exchanges information with other governmental agencies and organizations, and attends professional conferences to identify new programs, methods, and equipment which may be useful for the Division.
8. Keeps Division records. Maintains records of revenues and expenditures, inventory of supplies and equipment, time cards, and program participants. Writes periodic administrative reports. Prepares monthly and annual reports.

Important Worker Characteristics

- A. Considerable knowledge of (1) therapeutic recreation; (2) recreation; (3) public administration; (4) budget procedures and principles; (5) statistical analysis; (6) American National Standards Institute (ANSI) standards; (7) State and Local Building Codes on Accessibility; (8) Standards of community Based Therapeutic Recreation Programs; (9) state and Federal Grants; (10) Legislation and regulations affecting disabled individuals; (11) Commission activities;* (12) disabilities; (13) office practices; (14) supervision; (15) Commission organization; (16) Commission policies and procedures;* (17) equal employment opportunity principles; (18) First Aid/CPR; (19) Merit System regulations*.

The Maryland-National Capital Park and Planning Commission

TITLE: County-Wide Therapeutic Recreation GRADE: J CODE: 3312
Division Manager DATE: 1/13/88
SERIES: Recreation REV: 12/20/89

Important Worker Characteristics (Continued)

- B. Skill in operation of (1) auto, (2) Teletype Data for the Disabled (TDD); (3) various assertive devices for disabled (i.e., wheelchair, hydraulic lift, etc.); (4) audio visual equipment; (5) outdoor equipment; (6) adapted recreation equipment.
- C. Ability to (1) solve complex problems involving many variables; (2) read technical reports and correspondence; (3) write technical reports and correspondence; (4) use proper spelling, punctuation and grammar; (5) make oral presentations to large groups; (6) speak clearly; (7) organize work efficiently; (8) provide courteous service; (9) negotiate contractual services; (10) read and interpret construction drawings and specifications.
- * Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's Degree or four years progressively responsible experience in Therapeutic Recreations or related field (i.e., special education, vocational rehabilitation, human development, etc.) and six years professional managerial experience in the field including 3 years experience at a supervisory level; or
 2. Master's Degree or six years progressively responsible experience in Public Administration* or related field (i.e., Business Administration, Personnel, etc.); and four years professional experience in managerial or supervisory role in community-based leisure/recreational programs for individuals; or
 3. An equivalent combination of education and experience.
 4. Valid driver's license, or the ability to acquire one.
- * One Degree must be in the Therapeutic Recreation area. It may be at the Bachelor's or the Master's level.

Working Conditions

Works in office. Some driving. Considerable pressure to meet

deadlines. Works a diversified schedule of evenings, weekends, and holidays. Responds to crisis intervention situations.