

[Go Back](#)**NASSAU COUNTY****Title : CULTURAL PROGRAM  
SPECIALIST****SCHOOL DISTRICTS****Code: 210170 LSK****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Plans and organizes a specialized recreation program in a school district or school district library; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, plans and supervises a specialized recreation program. There is a high degree of independence in working with local committees and private groups in promoting programs. Supervision is exercised over paid staff and/or volunteers.

**TYPICAL DUTIES**

1. Plans programs in various fields such as musical concerts, talent shows, dramatic presentations, lectures, and similar activities.
2. Interprets the programs through speeches, written articles, and conferences.
3. Prepares reports and answers correspondence relative to program.
4. Consults with various community and local groups interested in the program.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of all phases of the field of activity.
2. Knowledge of the methods, practices, techniques, and of the equipment and supplies used in the field of specialization.
3. Ability to work with groups of all ages.
4. Ability to stimulate interest in the special activity.
5. Ability to write and speak effectively.

**MINIMUM QUALIFICATIONS****Training and Experience**

Bachelor's degree from a regionally accredited or New York State registered college or university

and

One year of experience in conducting cultural or recreational services, events, or programs.

**NOTE:** Experience, as outlined above, in excess of the one-year requirement may be substituted for college education on a year-for-year basis up to a maximum of four years.

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