

PARKS AND RECREATION DIRECTOR

Position Purpose

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year round parks and recreation program. Duties include: preparing and managing an annual budget; overseeing program and park activities, facility and turf maintenance and personnel.

Supervision

Supervision Scope: Performs duties requiring a high level of initiative and judgment in developing, planning, supervising and implementing the department's parks and recreation programs, facility and turf maintenance activities and services; supervises department staff and volunteers; formulates, recommends and implements decisions regarding policies, procedure, and operations.

Supervision Received: Works under the general direction of the Town Manager and the Parks and Recreation Commission, in accordance with professionally accepted department policies, procedures and practices. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Is responsible for the supervision of all parks and recreation programs and staff.

Job Environment

Work is performed indoors and outdoors under all prevailing weather conditions and according to assigned work schedules including week days, weekends, and holidays. The work involves supervising and being physically able to participate in a broad range of passive and active recreation programs. It involves the operation of manually controlled, electronic, motorized and/or other powered equipment incidental to recreation programming requiring physical dexterity and communication skills. The nature of the work performed or the work environment may be hazardous, requiring a working knowledge of relevant job safety practices, the use of safety equipment and enforcing compliance with industry standard safety procedures and precautions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Financial: Assures that assigned duties are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to ensure sound fiscal control; prepares annual budget requests; ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; and orders all new and replacement equipment. Oversees the Parks and Recreation Special Revenue Fund, and the Cell Tower Fund. Prepares cost estimates to plan and provide for improvements in the park facilities; oversees construction projects and park improvements. Researches, obtains and administers appropriate grants.

Personnel: Determines work procedures, prepares works schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformation to policies and procedures. Maintains harmony among workers and attempts to resolve grievances; performs or assists subordinates in performing duties; addresses errors and complaints.

Recreation: Plans, coordinates and directs a diversified year-round parks and recreation program, including the management of various field, parks and open spaces, with other town departments, and outside organizations such as school districts, community-based organizations, and youth sporting leagues. Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan. Promotes interest in parks and recreation programs through publicity, joint program brochures with various community groups, and public contacts; speaks before citizen groups, students and other organizations.

Parks: Prepares and implements an Integrated Pest Management (IPM) program for turf management. Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction and repair of Town parks. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Initiates, organizes and conducts meetings with representatives of community groups and other agencies to determine community recreation needs and to promote ways of meeting needs. Hires, trains and supervises seasonal and regular employees.

Serves as an ex-officio, non-voting member of the Parks and Recreation Commission. Prepares meeting agendas in conjunction with Chairman.

Performs related work as required by the Town Manager and/or the Parks and Recreation Commission.

Physical and Mental Effort:

Work is performed indoors and outside under all prevailing weather conditions and at any time 24 x 7 x 365. The work involves working at grade, below grade and at moderate heights. It involves the operation of all types of motorized parks, recreation and facilities machinery, tools and equipment including hand tools. The nature of the work performed or the work environment may be hazardous requiring a working knowledge of job safety practices, the use of safety equipment and enforcing compliance with industry standard safety procedures and precautions.

Most contacts are with fellow employees assigned to maintenance operations; may have periodic contact with the general public, athletic team coaches and participants, other town and/or school personnel, emergency services agencies and personnel.

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee frequently is required to focus on complex detailed data and information and periodically move from his/her desk and computer display to other parts of the office and building to talk or listen; is required to attend meetings at other Town facilities; frequently required to use his/her hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands; The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and rapidly; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Minimum Required Qualifications:

Education and Experience:

Graduation from a college or university with a bachelor's degree in business, agriculture, or recreation including course work in organization and administration. Seven years of progressively more responsible experience in parks and recreation programs and operation OR any equivalent combination of education and experience.

Special Requirements

A person in this position must have and maintain a current valid motor vehicle operator's license; pass a CORI background check and maintain a history free of any criminal convictions; and successfully complete additional training in recreation programs, tools and equipment, and safety policies and procedures.

Required License and Certification

- Certified Park and Recreation Professional

Preferred License, Certification, and Memberships

- NOFA Accredited Organic Land Care Provider (AOLCP)
- Member of National Recreation and Park Association (NRPA)
- Member of Connecticut Recreation and Parks Association (CRPA)
- Commercial Supervisory Certificate to Engage in Commercial Use of Pesticides from the Connecticut Department of Environmental Protection
- Member of Northeast Organic Farming Association (NOFA)

Knowledge, Ability and Skill:

Knowledge: A strong working knowledge of the theories, principles and practices of current recreation and park program planning, administration, supervision, promotion and control; a working knowledge of the principles and practices of business and public administration and parks turf management as this knowledge relates to active and passive parks/recreation; knowledge of current turf trends, laws and research. Thorough knowledge of the principles and practices of modern parks and recreations programs. Thorough knowledge of equipment and facilities required in a comprehensive park and recreation program. Extensive knowledge of the principles and practices of maintenance and construction.

Ability: An ability to communicate orally and in writing clearly and concisely; ability to develop, administer, coordinate, supervise, and analyze the effectiveness and appropriateness of recreation programs, participants, officials and other facilitators; an ability to evaluate the appropriate use and acquisition of materials, tools, equipment and facilities relative to the conduct of related recreation programs; an ability to develop and maintain effective and appropriate working relationships with the public, employees, contractors, suppliers and program participants; an ability to effectively and appropriately evaluate and make operational judgments regarding recreation and park programs, facilities, materials equipment, supplies and the involvement of participants, parents, other public officials or employees and spectators; must develop and maintain an ability to work effectively with the Parks and Recreation Department's computer applications and business procedures.

Skill: Proficient in the use of standard office equipment and in the use of Microsoft Office applications, in particular Word and Excel.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)