

Director of Parks and Recreation

December 21, 2011 Draft

The Director of Parks and Recreation shall have a [Bachelors Degree in] combination of education and experience in recreation or [Administration,] public administration, including [or a closely related field, and] four years of increasingly responsible management or supervisory experience [in Municipal Park and recreation Administration, including three years of management experience]. A bachelor's degree in a related field shall be preferred. Ability to prepare and maintain an operating budget for a multi-faceted program; ability to develop capital improvement budget for park, recreation and golf course projects; administrative and executive ability to initiate, organize and follow through on comprehensive recreational and park programs and projects; ability to deal effectively with elected officials, members of the general public and the media; ability to administer collective bargaining agreements and personnel policies; ability to prepare administrative reports in a clear, logical manner; ability to present ideas and policies to individuals and groups; and the ability to supervise.

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Director of [Personnel and Labor Relations] Human Resources

December 21, 2011 Draft

The Director of [Personnel and Labor Relations] Human Resources shall have a [Bachelors Degree in a related field. Personnel and Industrial Relations, Public Administration, Business Administration, or some closely related field, and five years of progressively responsible experience in personnel administration or labor relations, with two years of experience in public personnel administration.] combination of education and experience in human resources or public administration, including [Business Administration, or some closely related field, and] five years of progressively responsible experience in the public sector. A bachelor's degree in a related field shall be preferred. [personnel administration or labor relations, with two years of experience in public personnel administration. A Masters Degree in Business or Public Administration may be substituted for two years of the aforementioned practical work experience.] Thorough knowledge of the principals and practices of public personnel administration, including labor relations, personnel selection, classification, compensation and Affirmative Action; knowledge of local, state and federal laws and regulations governing personnel practices; considerable ability in written and oral communication; ability to deal effectively with employees, department heads, labor representatives and the public; skill in negotiating collective bargaining agreements; ability to plan and direct department programs and staff activities; and ability to supervise.

Director of Human Resources

December 21, 2011 Draft

The Director of Human Resources shall have a combination of education and experience in human resources or public administration, including five years of progressively responsible experience in the public sector. A bachelor's degree in a related field shall be preferred. Thorough knowledge of the principals and practices of public personnel administration, including labor relations, personnel selection, classification, compensation and Affirmative Action; knowledge of local, state and federal laws and regulations governing personnel practices; considerable ability in written and oral communication; ability to deal effectively with employees, department heads, labor representatives and the public; skill in negotiating collective bargaining agreements; ability to plan and direct department programs and staff activities; and ability to supervise.

Director of Inspections and Permits (Building Official)

December 21, 2011 Draft

Director of Inspections and Permits (Building Official). The Director of Inspections and Permits shall have a Bachelors Degree in architecture, [Civil or Structural] engineering, public administration or related field, a building official's license issued by the State of Connecticut and five years of increasingly responsible management or supervisory experience. [in the construction trades, including three years of related supervisory and inspection experience, and a building official's license issued by the State of Connecticut, if such license is required by state law.] Considerable knowledge of building construction practices; considerable knowledge of building and zoning codes and regulations; a working knowledge of wetland and watercourse regulations; ability to supervise; ability to interpret engineering and architectural plans, drawings and specifications; ability to prepare concise written reports; ability to publicly present reports in a clear and concise manner; physical ability to inspect construction work in progress; and ability to work in poor weather conditions, including heat, rain or snow.

Director of Inspections and Permits (Building Official). The Director of Inspections and Permits shall have a Bachelors Degree in architecture, engineering, public administration or related field, a building official's license issued by the State of Connecticut and five years of increasingly responsible management or supervisory experience. Considerable knowledge of building construction practices; considerable knowledge of building and zoning codes and regulations; a working knowledge of wetland and watercourse regulations; ability to supervise; ability to interpret engineering and architectural plans, drawings and specifications; ability to prepare concise written reports; ability to publicly present reports in a clear and concise manner; physical ability to inspect construction work in progress; and ability to work in poor weather conditions, including heat, rain or snow.