

Director of Parks & Recreation – Town of Old Saybrook – Job Outline

Job Summary: The purposes of this position are to develop, direct, administer and manage a comprehensive parks and recreation program, including facilities, to meet community needs for safe and accessible parks, sports, camps and related activities. S/he accomplishes this by overseeing: The operation of indoor and outdoor recreation programs and department budgets; evaluating community needs; developing and accessing programs and managing a variety of facilities, including the Recreation Center, Teen Center and two beaches. The Director of Parks & Recreation is required to exercise considerable independent judgment in administering and managing Town parks and recreation programs and activities and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision Received:

Receives policy oversight from the Parks and Recreation Commission (“the Commission”). Parks & Recreation Commission hires and dismisses the Director. Receives general administrative direction from the First Selectman especially related Town operational policies.

Supervision Exercised:

Directly supervises the Assistant Director, administrative staff and various program coordinators such as teen center, aquatics and camp program coordinators who supervise part-time staff, developing job direction, assigning tasks, providing instructions as needed and monitoring performance.

Examples of Primary Duties: *(Note: This section is intended only as illustrations of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment.)*

- Implements and enforces general policies developed by the Commission. Recommends policies for Commission approval as needed.
- Initiate, plan, organize, and direct comprehensive community recreational operations, special events and activities and evaluate the effectiveness of programs and recreational needs of the community; develop short term and long range departmental plans. Conduct needs assessments; coordinate activities with public, private, cultural and recreational organizations.
- Plans work according to seasonal schedule. Establishes priorities within program activities. Assigns work to professional and support staff.
- Coordinates the need for maintenance schedule for parks and recreational facilities with Public Works Department or outside contractors. Plans for the development of parks and recreation areas and facilities improvements.
- Oversees the preparation of brochures, press releases and other public relations materials. Prepares regular narrative and statistical reports for the First Selectman, including the Department section of the annual report. Reports work accomplished to the Parks and Recreation Commission monthly. Plans agenda and meeting materials for the Parks and Recreation Commission.
- Review and approve or develop operating procedures and schedules for the use of

outdoor and indoor facilities, athletic fields, recreation facilities, the beaches, and all recreational programming and activities; develop safety practices for use of all facilities and programs.

- Coordinates activities with town departments, Board of Education and private recreational (sports leagues), civic, social and cultural organizations for scheduling programs.
- Supervise, oversee, and perform recruiting services for all part-time, seasonal employees and contracted instructors; develop, supervise and conduct employee orientation sessions, which define standards and principle of operation.
- Manage and report on significant revenue generated by programs and facilities. Supervises the collection and accounting of various fees and charges. Analyze the sustainability of programs based on fees collected and participation. Prepares recreation grant proposals to the state and federal governments for inter-governmental assistance.
- Prepares, administers and monitors operating budget and capital improvement budget for the department; presents budget to Commission for approval and presents with Chair to Board of Selectmen and Board of Finance. Recommends purchase of facilities' equipment and supplies.
- Follows Town personnel policies and procedures and assigns, trains and supervises staff. Consults with First Selectman on such personnel actions such as hiring, termination, and discipline and obtains final approval from First Selectman on such personnel actions.
- Oversees administrative office functions, including customer service and communication. Promote proactive, customer – focused services; respond and follow up with complaints and concerns; refer unusual issues to appropriate departments or agencies. Provide information, support and assistance to the public and the media.
- Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause and determines whether or not the incident or accident was preventable.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continued training; maintain certifications and keeps current with recreation trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Qualifications:

Bachelor's degree in recreation, physical education or a closely related area. A minimum of four years of increasingly responsible experience in municipal or group recreation and park administration work including two years of supervisory experience; or any equivalent combination of education, experience and training.

Knowledge Skills & Abilities Required:

- Thorough knowledge of principles and practices of municipal recreation administration, park administration, development and maintenance,
- Knowledge of and ability to coordinate the programming, operation and the request for maintenance of indoor and outdoor facilities;

- Knowledge of aquatics and beach operations and maintenance;
- Knowledge of social trends and indicators and their impact on recreational policy;
- Administrative and executive ability to initiate, organize and follow through on comprehensive recreational programs and projects.
- Ability to develop short term and long range plans for programs and activities, and to implement and evaluate such programs and activities;
- Ability to establish and maintain effective working relationships with town staff and officials, the public and the media;
- Ability to handle multiple projects and programs at one time;
- Ability to assign, train, and supervise programs and staff, including aquatics and camp programs
- Ability to prepare and administer an operating budget for the department;
- Good written and oral communication skills, including the ability to present ideas and policies to individuals and groups.
- High level of interpersonal skills; including trouble shooting and problem solving;
- Strong computer skills, including Microsoft Office products. Experience with park and recreation focused software preferred.

Licenses or Certificates Required:

Connecticut Motor Vehicle Operators License.

Must maintain CPR certification.

State/National Parks and Recreation Association certification is desirable.

Any other applicable licenses or certifications.

Note: This is a full time (40 hour) position and is covered under Local 818 AFSCME collective bargaining contract (Supervisor's union).