

TOWN OF HARWINTON

PARKS & RECREATION DIRECTOR JOB DESCRIPTION

JOB TITLE: Parks & Recreation Director – F/T Union Position – 40 Hours/Week

SUPERVISOR: First Selectman

PURPOSE OF JOB: The position is responsible for a variety of administrative tasks necessary to implement year-round, town-wide parks & recreation programs and leisure services. This includes planning, organizing, developing, scheduling, staffing, directing, reviewing and evaluating activities of the Parks & Recreation Department.

ESSENTIAL JOB FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

- Plans, organizes, and executes community events, recreation programs, summer camp, services, and activities.
- Manages the daily operations as well as the long-range planning of the Parks & Recreation Department, its services and facilities.
- Establishes and maintains cooperative planning and working relationships with other local, state and regional agencies. Works collaboratively with other town departments, the school district, citizens and other public agencies and organizations to bring about coordinated, effective delivery of recreation and related community services, including but not limited to funding, developing and promoting parks and recreation services. Coordinates with School District and other community entities to make best use of community facilities and other resources.
- Responsible for park planning and park development, and ongoing capital improvements to recreation and park facilities in concert with Public Works Department and First Selectman’s office.
- Develops and administers a diversified year-round, town-wide schedule of recreational activities for all age groups and interests, taking into account the resources and needs of the community.
- Prepares, monitors and submits the annual operating budget and capital improvement budget.
- Approves all payroll, vouchers, and requisitions related to the Parks & Recreation Department.
- Conducts short-term and long-range planning of department activities and services, maintaining a balance between administrative duties and long-range planning.
- Supervises department personnel and volunteers including the hiring, training, evaluation and discipline. Recruits, selects and employs all personnel necessary for the successful operation of the Department. Plans, assigns and supervises work assignments, maintains harmony among workers, and resolves grievances.
- Monitors and controls performance of the department in conformance with objectives, plans, schedules, and budgets, providing feedback to staff and implementing necessary corrective action when needed.
- Supervises the control of, and is responsible for all materials, equipment, and supplies used by the Department.
- Researches and recommends to the First Selectman programs, policies, and administrative techniques for a more effective operation of the department.
- Serves as consultant to the Recreation Commission, makes recommendations relative to all phases of the department’s operations, and ensures minutes of Commission meetings are recorded and filed.

- Provides staff support as the municipal representative on various community boards.
- Seeks out grant opportunities to help fund objectives, and coordinates with Executive Assistant on grant applications.
- Reviews and analyzes the effectiveness of departmental services and implements changes or new programs to meet recreational needs.
- Responds to and resolves citizens inquires and complaints related to the Department.
- Organizes, develops, and distributes various public information and marketing materials related to services and programs. Promotes interest in recreation programs through publicity, social media, brochures, and public contacts.
- Implements and administers policies, procedures, and standards for efficient and effective operation. Communicates official plans, policies and procedures to staff and the general public.
- Assists the First Selectman and other departments heads in special projects as assigned.
- Liaison with the Public Works Department in regard to proper maintenance for parks and recreation program demands. Coordinates schedules and maintenance of park and facilities with Public Works.
- Attends seminars, workshops, and conferences to improve and expand professional competence to benefit the Department and the community.
- Administers and supervises the parks and recreation program to ensure conformance with community expectations and applicable laws and regulations, and to maximize safety and minimize risk.
- Performs related work as required for the smooth operation of the Department and all other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Graduation from a college or university with a Bachelor's degree in Parks and Recreation Administration or a related field; four years of progressively responsible experience in parks and recreation programs; or any equivalent combination of education and experience providing possession of knowledge, abilities, and skills cited above. Comprehensive knowledge of philosophy and current principles and practices of public park and recreation services. Comprehensive knowledge of administrative practices relating to parks and recreation and leisure services. Thorough knowledge of basic budgetary practices and the ability to effectively interpret and justify operating and capital budget proposals. Strong understanding of leadership principles and practices, office management functions, and work organization. Ability to plan, organize, coordinate, analyze and utilize a variety of reports and records to improve performance and programs; ability to analyze operational problems and to make improvements; ability to exercise mature and good judgement in evaluating and rendering decisions in pressure-type situations. Ability to supervise, evaluate and direct assigned staff and professional personnel. Ability to establish and maintain cooperative working relationships with representatives of other departments, agencies and community groups; ability to work tactfully with people and maintain a harmonious working relationship with employees and the public. Ability to communicate clearly and concisely, both verbally and in writing, including the ability to make clear and effective proposals and presentations. Valid Connecticut Driver's License and evidence of a good driving records. Ability and willingness to work irregular or extended hours, including nights and weekends. Valid first-aid and CPR certification or the ability to maintain certification within three months.

PHYSICAL DEMANDS AND WORK ENVIROMENT:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands and fingers to handle or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight to moderate weight items. Must be able to lift a minimum of 50 lbs. Ability to move freely about the municipal buildings and/or grounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

NOTE:

This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities To perform this job successfully the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than "at will" relationship. This job is a union position.

ACKNOWLEDGEMENT

I _____ have read this complete Job Description titled **Recreation Director** and understand it completely.

I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment. I understand what my starting wage is and have reviewed the Town of Harwinton Employee Handbook.

I further understand that I will be required to attend mandatory training as assigned by the First Selectman.

Print Name

Date

Employee's Signature

Date