

Director of Parks & Recreation.

Full Time position with benefits.

The P&R Dir. Is responsible to administer and execute policies established by the Board of Selectmen in consultation with the Parks & Recreation Commission.

This individual will develop, supervise and promote the recreation programs.

including but not limited to planning programs and events, marketing, policy development and implementation, maintenance, and safety. Recruits personnel, as approved; participates in budget preparation and controls department expenditures consistent with budget appropriations, provides control and oversight to all financial activities of the department.

Ideal Candidate

The ideal candidate will have a proven track record in building and maintaining effective relationships with staff and external customers. This individual will be accountable for managing and leading the Parks and Recreation department towards their strategic goals and should have experience with public Recreation and/or Parks Management. This individual will have strong communication skills dealing with both the public, council, and staff and will be adept at creating and deploying a vision for both Parks and Recreation divisions.

Essential Duties and Responsibilities

Examples of Essential and Important duties:

Supervise and evaluate the performance of division heads, review evaluations of performance, as completed by team leaders.

Establish appropriate and attainable goals and expectations for team members and determine appropriate disciplinary measures as required.

Provide counseling, direction and training opportunities for members of assigned units and sections

Oversee Team Members compliance with applicable occupational health and safety standards and department regulations regarding conduct and appearance.

Establish policies for the Parks and Recreation Department and implement directives from the City Manager.

Review department performance and effectiveness and formulate programs or policies to alleviate deficiencies.

Develop the organizational structure, including lines of authority, responsibility and communications for the department and revise the organizational structure as required.

Perform professional planning work or supervise consultants and/or subordinate staff in the designing and construction of all capital projects relating to the department's Parks and Recreation projects.

Prepare estimates, review and approve contracts for capital improvement programs and Parks and Recreation related projects.

Prepare reports to the City Manager regarding department activities as required.

Review facility maintenance projects and ongoing facility maintenance needs.

Review and analyze programs and related activities with the general public and public boards and commissions.

Prepare grant applications and administer federal and state grants pertaining to Parks and Recreation programs.

Prepare, administer, and implement the annual departmental budget and exercise control over revenues and expenditures of budget and funds.

Present department projects, policies and budget to City Council and Parks and Recreation Commission.

Prepare Commission agendas and support material.

Serves as a liaison to the police department regarding park rules and regulations enforcement in parks and open space, law enforcement in facilities, as well as coordination of citywide large events requiring police services.

Other duties assigned as appropriate by the position.

Reports to: City Manager Minimum Training and Experience Required to Perform Essential Job Functions

Knowledge, Skills and Abilities

Supervision- Must have knowledge of management and supervision practices and principles. Must be skilled with performance evaluations, training, and supervision. Must be able to delegate authority and responsibility and provide leadership and direction.

Organization- Must have knowledge of organization and administration practices and principles. Must have ability to coordinate, organize, prioritize, and record many office support tasks demonstrating excellent organizational skills.

Time Management- Must take initiative and be able to manage multiple projects at a time and adjust to shifts in priorities. Must be able to prioritize tasks in a timely manner.

Communication- Must be able to present ideas clearly and concisely verbally and in writing to multiple audiences. Must have strong knowledge of English language including spelling, grammar, and punctuation and business writing skills. Must have good diplomacy, communication, and conflict management skills. Have ability to handle difficult and stressful situations with composure.

Financial- Have knowledge of and the ability to perform basic financial, mathematics, and accounting principles. Must have knowledge of budget control methods and ability to prepare a budget. Must be able to manage complex budgets and work within the constraints of that budget.

Technology- Must have intermediate to advanced knowledge of Microsoft Suite including Word, Excel, PowerPoint and Outlook. Must be able to work with town software.

Critical Thinking & Problem Solving: Must be able to use sound judgement and discretion in decision making. Must be skilled with collecting, analyzing, and organizing complex data. Must be able to recognize, analyze, and solve a variety of problems. Must be able handle confidential information with discretion. This job will require acute mental skills, a lengthy attention span and ability to recall and focus on details.

Please send letters of interest directly to: Jennifer Marecki at: Jennifer.Marecki@claconnect.com