

## TOWN OF ESSEX POSITION DESCRIPTION

<b>Title:</b>	<b>PARK AND RECREATION DIRECTOR</b>
<b>Department:</b>	Park and Recreation
<b>Classification:</b>	Professional Staff, Level 2, Exempt
<b>Position Definition:</b>	Plans, organizes and directs the activities of the Park and Recreation Department in the functional areas of park and program maintenance, operations, planning, development, and administration. Oversees the development, management, and operation of parks and recreational facilities, recreational programs and community events. Work includes organizing, planning, coordinating, evaluating, and directing the work of professional staff and other support employees
<b>Supervision Received:</b>	Receives policy direction from the Park and Recreation Commission (PRC), to include the establishment of goals and objectives, and their measurement on an annual basis. Work is performed under the managerial direction from the First Selectman including personnel issues and financial oversight.
<b>Supervision Exercised:</b>	Supervises professional staff and other support employees, including volunteers. Coordinates park/facility maintenance with Director of Public Works, Maintenance Supervisor, and contractors.
<b>Examples of Essential Duties:</b>	<ul style="list-style-type: none"> <li>• Plans, formulates, and implements short- and long-term goals for park and recreational activities.</li> <li>• Plans, organizes, coordinates, and assigns the work of department and program staff; conducts performance evaluations; hire, trains, supervises department and program staff.</li> <li>• Establishes and implements department operating policies and procedures.</li> <li>• Ensures quality, innovative and cost-effective programs (recreational, social, cultural and leisure activities) for all ages, to include ongoing evaluation of programs with recommended strategies for improvement and implementation of new programs.</li> <li>• Reviews reports, budgets, goals, and policies proposed by commission.</li> <li>• Prepares, reviews, analyzes, and presents operating budgets; prepares capital improvement budget.</li> <li>• Oversees and directs review and evaluation of the department's overall operating effectiveness.</li> <li>• Meets with community and business groups to establish community partnerships</li> <li>• Develops grant applications and requests for proposals; prepares and reviews service contracts; administers and monitors the use of grant funds.</li> <li>• Supervises construction, repair, and maintenance of recreation/park areas, equipment, and facilities with Director of Public Works, Maintenance Supervisor and contractors.</li> <li>• Promotes and ensures proper employee training and compliance with Town safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.</li> </ul>

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<b>Minimum Qualifications Required:</b>	<ul style="list-style-type: none"> <li>• A Bachelors degree in a related field from a recognized college or related discipline highly desirable.</li> <li>• Minimum of five (5) years of related full-time experience of increasingly responsible experience with facilities management and in municipal recreational administration.</li> <li>• A minimum of three (3) years of supervisory experience overseeing professional personnel, directly supervising employees and overseeing budgeting and expenditure control..</li> </ul>
<b>Knowledge, Skills, and Abilities:</b>	<ul style="list-style-type: none"> <li>• Comprehensive knowledge of administrative practices relating to parks and recreation.</li> <li>• Comprehensive knowledge of the philosophy and principles of public park and recreation services.</li> <li>• Thorough knowledge of local, state, and federal planning agencies and funding grants.</li> <li>• Ability to analyze operational problem areas and to make improvements.</li> <li>• Ability to present ideas and recommendations clearly and concisely, both orally and in writing.</li> <li>• Ability to establish and maintain working relationships with department heads, agency heads, and community groups.</li> </ul>
<b>License or Certification:</b>	<p>Recognition by the National Recreation and Park Association as a Certified Park and Recreational Professional (CPRP) and/or Certified Leisure Professional (CLP) is highly desirable. A valid Connecticut Motor Vehicle Operator's license is required. Membership in good standing of Connecticut and National Recreation and Parks Association is preferred.</p>
<b>Physical, Mental Exertion/Environmental Conditions:</b>	<p>Exposure to various weather conditions when visiting parks/recreational facility sites; physical exertion in conducting recreational programs and in preparing facility sites for scheduled events; highway driving is required; effectively works under stressful conditions caused by deadlines, changing priorities, budgetary pressures, political situations and/or disenchanting residents. May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary. Physical ability to lift at least 30 lbs; hearing correctable to within normal limits; vision correctable to 20/20.</p>
<b>Note:</b>	<p>The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodation may be made to enable individuals with disabilities to perform essential duties.</p>