



Selectmen's Office

Essex Town Hall

29 West Avenue, Essex, CT 06426

Telephone: 860-767-4340 Fax 860-767-8509

HELP WANTED **PARK AND RECREATION DIRECTOR**

The Board of Selectmen of the Town of Essex is currently accepting applications for the position of full-time Park and Recreation Director with a salary range of a minimum of \$42,073.20 to a maximum of \$52,899.60 with benefits.

Position Definition:

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

The successful candidate needs to demonstrate:

- ✓ Principles and practices of state-of-the-art parks and recreation service delivery
- ✓ Demonstrated use of computer and software applications for the successful delivery of park and recreation services
- ✓ Outstanding customer service principles and practices
- ✓ Ability to present ideas and programs to various groups and to make clear, concise, oral and written reports is required
- ✓ Ability to set appropriate priorities while coordinating multiple projects and meeting critical deadlines
- ✓ Ability to negotiate effective and appropriate solutions in difficult situations
- ✓ Ability to establish and maintain effective, respectful and productive working relationships

Requirements:

- ✓ A Bachelors degree in a related field from a recognized college or related discipline highly desirable.
- ✓ Minimum of five (5) years of related full-time experience of increasingly responsible experience with facilities management and in municipal recreational administration.
- ✓ A minimum of three (3) years of supervisory experience overseeing professional personnel, directly supervising employees and overseeing budgeting and expenditure control

Applications may be obtained in the Selectmen's Office Monday through Friday from 9:00 a.m. to 4:00 p.m. or on the Town of Essex website www.essexct.gov. Applications will be accepted until [Monday, April 6, 2015](#) at 4:00 pm and should be sent to: Selectmen's Office, Essex Town Hall, 29 West Avenue, Essex, CT 06426.

THE TOWN OF ESSEX IS AN EQUAL OPPORTUNITY EMPLOYER

Norman M. Needleman, First Selectman

Stacia R. Libby, Selectman

Bruce M. Glowac, Selectman

March 20 2015