



TOWN OF WALLINGFORD

Open Competitive Examination

Human Resources Department
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

DIRECTOR OF PARKS AND RECREATION

\$90,682 - \$116.023 (Annually)

General Statement of Duties: This is very responsible administrative work involving the direction of municipal parks, facilities and recreation programs. Work involves responsibility for providing organized recreation programs, including sports, special events, social and cultural activities. Duties include reviewing and evaluating the effectiveness of recreational facilities and services and the direction and administration of departmental activities. The position also has the responsibility for making difficult parks and recreation technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the recreation programs provided by the department.

Examples of Duties Drafts and recommends policy and programs and plans for the implementation of parks and recreation goals and objectives. Directs the operation of the department through the Recreation Supervisor and staff and administers and evaluates recreation programs and recommends the maintenance of grassed areas, ball fields, pool, recreational areas, and parks. Directs the preparation of the annual department budget and presents and defends the budget. Establishes fees for various programs. Directs and controls the expenditure of department fund allocations within constraints of approved budget. Prepares payroll vouchers and keeps records of payments, orders supplies and equipment for department and program activities. Prepares report on departmental activities, special projects and leisure related services. Promotes recreation programs to the public and maintains cooperative planning and working relationships with allied public and voluntary and civic organizations. Meets with various groups. Trains and counsels employees, approves job candidates from approved eligibility lists, approves employee performance evaluations, directs the screening and hiring of part-time and seasonal employees. Schedules all parks, ball fields and buildings for use by the public and private groups. Performs related work as required.

Supervision Received: Works under the general direction of the Mayor.

Required Knowledge, Skills, and Abilities: Drafts and recommends policy and programs and plans for the implementation of parks and recreation goals and objectives. Directs the operation of the department through the Recreation Supervisor and staff and administers and evaluates recreation programs and recommends the maintenance of grassed areas, ball fields, pool, recreational areas, and parks. Directs the preparation of the annual department budget and presents and defends the budget. Establishes fees for various programs. Directs and controls the expenditure of department fund allocations within constraints of approved budget. Prepares payroll vouchers and keeps records of payments, orders supplies and equipment for department and program activities. Prepares report on departmental activities, special projects and leisure related services. Promotes recreation programs to the public and maintains cooperative planning and working relationships with allied public and voluntary and civic organizations. Meets with various groups. Trains and counsels employees, approves job candidates from approved eligibility lists, approves employee performance evaluations, directs the screening and hiring of part-time and seasonal employees. Schedules all parks, ball fields and buildings for use by the public and private groups. Performs related work as required.

Qualifications: A bachelor's degree from a recognized college or university in recreation administration, leisure services or a related field, plus five years of progressively responsible parks and recreation administration experience including at least four years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

Special Requirements: Must have and maintain a valid State of Connecticut Driver's License.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Human Resources Department, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Human Resources Department.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be the date the 75th application or resume is received or June 17, 2019, whichever occurs first.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER