

Town of Mansfield Connecticut

POSITION ANNOUNCEMENT

DIRECTOR OF PARKS & RECREATION

Photo by G. L. Sweetnam

The Opportunity

The Town of Mansfield, Connecticut is seeking an innovative, dynamic, business minded, experienced professional to serve as the Director of the Parks and Recreation Department. The Department aims to enhance the quality of life for the Mansfield community by providing a variety of leisure opportunities, promoting health and wellness, increasing cultural awareness, protecting natural resources, and developing the recreational needs and interests for surrounding area residents. The Parks & Recreation Director is responsible for: establishing a vision and planning department activities; overseeing the day-to-day operations of the department; budgeting and grant administration; capital projects planning, funding, and administration; developing, implementing, marketing, and evaluating services; developing and administering departmental policies and procedures; membership growth and development; guiding the development of community outreach and education; and employee recruitment and retention. The Director is also responsible for coaching, supervising and evaluating department personnel in accordance with collective bargaining provisions and other applicable HR policies. The Director of Parks and Recreation is a member of the senior management team and reports to the Town Manager.

The Town of Mansfield's Parks and Recreation Department expanded in 2003 with the opening of the 38,000 square foot Community Center which quickly became the leader in the health, fitness, educational and recreational resources for the region. In 2016 the Parks and Recreation Department began to administer programs for the Community School of the Arts and in 2019, when Lenard Hall opened a dedicated building for the school.

The Parks and Recreation Department has seven other full time staff consisting of: Assistant Parks and Recreation Director (1), Recreation Supervisors (2), Recreation Coordinators (2), Member Services Coordinator (1) and an Administrative Specialist (1). The department also employs numerous part-time staff including camp counselors in the summer, before & after school counselors, aquatic instructors and various sports instructors.

The Town will look to the selected candidate to provide vision and leadership to ensure that the Department meets the needs of the community now and in the future. The selected candidate will be expected to maintain our tradition of excellent public service.

About Mansfield

Mansfield is located in the Northeastern portion of the state, better known as Connecticut's Quiet Corner. Home to the University of Connecticut (UConn), Mansfield offers a blend of rural, suburban, and urban living in a university setting. Mansfield has a variety of cultural and educational offerings, as well as an abundance of natural resources ideal for activities such as hiking, cycling, and kayaking. Mansfield is an ICMA-recognized Council-Manager community, with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town. For more information regarding Mansfield please visit the Town's official website www.mansfieldct.gov.





The Total Compensation

The annual salary range is \$88,335 - \$123,541 with a competitive benefits package. Mansfield participates in the Connecticut Municipal Retirement Systems (CMERS), a defined benefit plan, and we offer a variety of other ancillary benefits such as medical, vision, dental insurance, life insurance, short-term and long-term disability, tuition assistance, paid vacation and holidays. The hiring rate of pay will depend upon the selected candidate's qualifications and experience. The preferred candidate will be subject to a background and reference checks and motor vehicle check.

What You Bring

Candidates should possess a minimum of a Bachelor's degree from an accredited college or university with major coursework in recreation and park administration or a related field. Extensive experience in administration of recreational programs and/or in the development, planning and implementation of self-sustaining recreational facilities is expected. At least 5-7 years of supervisory experience is required. An advanced degree in recreation and park administration, business administration, or other relevant field is highly desirable. Consideration may be given to equivalent experience. Demonstrated experience overseeing initiatives and activities related to membership growth, fundraising, capital project planning, and stakeholder engagement are particularly desirable qualities.

Possession of an appropriate Class III driver's license in the State of Connecticut is required. Current member of the National Recreation and Park Association (NRPA) and Certified Park & Recreation Professional (CPRP) is desirable.

Work Hours and Schedule

The normal full-time work schedule is 35 hours per week, Monday–Friday. Due to the selected candidate being required to manage a large and complex recreation facility, flexibility of hours are required based on when the facility is open. Attendance at occasional Town Council meetings in the evenings, and travel to pertinent conferences and workshops (primarily in-state) will also be required.

Application Process

Interested applicants must submit an application including a resume and letter of interest online at www.mansfieldct.gov/jobs. Application deadline is Friday, October 29, 2021 at 12:00 pm. Specific questions about the position or recruitment process may be directed to HR@mansfieldct.org. AA/EOE

Schedule of Recruitment Process (Subject to Change)

First Round Interview: Week of November 8, 2021

Finalist Interview: Week of November 15, 2021



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