



**POSITION TITLE: Director of Parks & Recreation** Classification: 11

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**DEPARTMENT:** Parks and Recreation  
**REPORTS TO:** Town Manager  
**SUPERVISES:** Parks and Recreation Employees

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**Position Summary:**

This position develops, administers and implements park maintenance and recreational programs. The Director of Parks and Recreation is responsible for maintaining and improving upon the effectiveness of all areas under his/her direction.

**Essential Duties and Responsibilities:**

Other similar duties may be assigned from time to time.

- Plans, organizes, supervises and directs comprehensive year-round community recreation, leisure, social, cultural and educational programs
- Oversees the management, care and maintenance of Town athletic fields; directs and coordinates the care and maintenance of parks and recreation facilities, grounds and parking lots; inspects recreation facilities and park areas; develops comprehensive turf management program.
- Coordinates activities of and provides staff assistance to the Board of Recreation
- Prepares and administers departmental and facility operating and capital budgets. Oversees the collection of fees.
- Plans, organizes and directs the operations and activities of the Community Center
- Coordinates and collaborates various special events, activities, programs and maintenance with other Town departments, Board of Education staff and community groups; promotes interest and support for departmental programs and services; develops or oversees the creation of public relations documents promoting programs.
- Collaborates and participates in the management of capital projects for parks and Community Center.
- Identifies and evaluates recreational and cultural needs; develops short-term and long-term comprehensive departmental plans
- Develops, evaluates and approves operating policies and procedures for all departmental functions; reviews and evaluates the effectiveness of programs, events and activities.
- Receives and investigates complaints. Taking necessary action to resolve matter.
- Makes oral presentations to staff, Boards & Commission, outside agencies and at public meetings
- Prepares and administers department budget; administers grants; develops bid specifications as needed

**Qualification Requirements.**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education and/or Experience:**

Bachelor's degree in Parks and Recreation, business administration or related field; more than five years of parks and recreation experience including progressive supervisory experience required. In lieu of education prior work and supervisory experience in the field or related field considered. Valid motor vehicle operator's license with an acceptable driving record required. Certified Parks and Recreation Professional (CPRP) is preferred. CPR/First Aid certified or ability to obtain within the first three months from hire.

**Language Skills:**

Ability to read and interpret documents such as operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before large groups, organizations and general public.

**Mathematical Skills:**

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and other arithmetic computations. Ability to apply concepts of basic algebra.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

**Other Skills and Abilities:**

Must have:

- Knowledge and skill in executing planning, organizing, budgeting, and evaluating programs
- Knowledge of modern parks and recreation practices
- Knowledge of turf management/sports field practices and applications
- Knowledge of community organizations and their interaction with municipalities
- Knowledge of social and cultural trends and their implications for leisure service programs
- Knowledge of OSHA regulations and training requirements
- Strong interpersonal communication skills and ability to communicate clearly and concisely, both orally and in writing
- Ability to oversee and maintain detailed, accurate records using data processing.
- Ability to work both independently and in a team environment.
- Ability to assess community recreational needs and to initiate, organize and follow through on recreational programs and projects
- Ability to develop and implement safety programs, enforce safety procedures and maintain safety records as required
- Ability to deal effectively with employees, various age groups and the general public.
- Ability to supervise, train and evaluate employees for programs.
- Ability to present ideas and programs to individuals or groups
- Ability to make clear, concise oral and written reports
- Ability to perform multiple projects simultaneously and with different levels of priority
- Ability to operate office machines and personal computers
- Ability to learn and utilize software
- Ability to acquire working knowledge of regulations and legal requirements of department activities
- Ability to maintain required confidentiality when managing department related documents such as potential liability and employee matters that require the application of appropriate judgement, discretion and professional protocols
- Position requires that the candidate has the ability to work flexible hours which include nights and weekends during specific times of the year and during events.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit or walk and talk or hear. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and depth perception. Occasionally the employee will lift up to fifty pounds, such as to lift recreation equipment and supplies. This position requires the ability to operate a keyboard and calculator.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.*

Duties are primarily performed in an office environment. Intermittent exposure to a computer screen. Some stress involved in public contact. Administrative and program work is performed in a moderately noisy office, indoor recreational facility or outdoors. Frequently is required to perform inspections or conduct programs outdoors and under possible adverse weather conditions.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be performed by the individual holding this position and additional duties may be assigned.*