



TOWN OF BLOOMFIELD

Council-Manager Government Since 1941

OPEN OPPORTUNITY

(STEAM) SCIENCE, TECHNOLOGY, ENGINEERING, ARTS & MATHEMATICS COORDINATOR /ADMINISTRATIVE ANALYST II

Pursuant to UPSEU Collective Bargaining Unit the hiring rate is

\$41.82 hourly /\$76,102 annually (35 hours weekly)

This position has a 6-step salary range

The Department of Parks, Recreation, and Leisure Services is undergoing a new phase of innovation and transformation with the creation of a Science, Technology, Engineering, and Mathematics (STEAM) program focused on program development, curriculum development, and teaching STEAM programs during the afternoon, evening, and weekend hours for preschool and school age youth through young adults. Our goal is to expose the youth and young adults to STEAM programming through developed programs as well as working with community resources and businesses for potential internship and/or job placement opportunities.

Minimum Qualifications

Bachelor's degree from four-year college or university in education, STEAM related field, recreation or closely related field, plus one year of progressively responsible administrative experience, OR an acceptable equivalent combination of education and experience, substituting on the basis of one year of experience for each year of education.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, or other qualifications that would determine the best candidate for the position. Examinations may include written, oral, physical, or performance tests or any combination of the various types of examinations. Town of Bloomfield conducts pre-employment physical, drug testing, DCF background, state and federal criminal history and background investigation, including fingerprints.

Applications

Applications may be obtained on our website at www.bloomfieldct.org and **must be submitted to Human Resources along with a resume and cover letter no later than Friday, March 31, 2023.** Applications accepted ONLY by mail, email – sdaley@bloomfieldct.org or in person at 800 Bloomfield Avenue, Bloomfield, CT.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability and who may need this information in an alternative format must contact the HR Department at 860-769-3544.

Posted 3/2/23

TOWN OF BLOOMFIELD

Science, Technology, Engineering, Art and Mathematics Coordinator/ Administrative Analyst II

Department: The Department of Parks, Recreation and Leisure Services
Non-Exempt
Grade: PT15

Position Purpose:

The Department of Parks, Recreation, and Leisure Services is undergoing a new phase of innovation and transformation with the creation of a Science, Technology, Engineering, and Mathematics (STEAM) program focused on program development, curriculum development, and teaching STEAM programs during the afternoon, evening, and weekend hours for preschool and school age youth through young adults. Our goal is to expose the youth and young adults to STEAM programming through developed programs as well as working with community resources and businesses for potential internship and/or job placement opportunities.

Supervision:

Supervision Scope: Performs administrative and professional duties requiring a strong knowledge of case management and youth service program development.

Supervision Received: Works under the supervision of the Director and Assistant Director.

Supervision Given: May directly supervise from one to ten clerical employees as delegated.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or employees via telephone or in person; often required to drive to town parks and facilities and special events and to perform inspections of outdoor and indoor recreation programs under possible adverse weather conditions, including extreme hot and cold; occasionally required to set up equipment.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with employees, public, applicants, Town staff, and contact with vendors, state agencies, other municipalities, community groups, schools, Recreation Committee, and various committees. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of courtesy and professionalism.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs work in developing, implementing and supervising recreation/community education programs/activities including Department and Town sponsored community and family events.
- Plans, develops, promotes and implements recreation/community education and neighborhood event programs.
- Responsibilities include budget development, managing expenditures and revenues, promoting programs, organizing, supervising and evaluating programs.
- Selects, supervises and evaluates part-time staff, including STEAM instructors, recreation leaders and clerks, camp leaders, skilled instructors and clerical employees. Schedules work, approves payroll and provides orientation and training as needed.
- Publicizes programs for which responsible.
- Provides a wide variety of information and assistance to the public relating to STEAM and recreation programs; responds to complaints and problems. Prepares a variety of reports on programs, activities, facilities, etc.

Plans, implements and supervises a variety of programs, which may include, but is not limited to:

STEAM Programming

- Comprehensive development of STEAM programs
- Collaborates with Bloomfield Schools and local businesses for STEAM programming
- Ensures curriculum content is scientifically accurate and age-appropriate
- Develops, creates, purchases, and maintains program materials
- Designs STEAM-related summer science camps and school year programs
- Plans and implements end of year STEAM Fairs for student participants and their families

Recreation Programming

- Aquatics, recreation center activities, open gym, outdoor activities, organized sports, summer playground/camp, preschool classes and activities, cultural activities, instructional classes and both Department and Town sponsored special events.

Other Functions:

The Incumbent may:

- Asses the need for new programs, make recommendations concerning new programs and develop new program activities.
- Participate in general publicity drives for department as a whole. Prepares sections of departmental budget relating to assigned center or programs.
- Monitor revenues and expenditures to ensure self-funding.
- Do inventory supplies and prepare bids for material and supplies.
- Conduct maintenance and safety checks of program areas and report problems; plans and schedules center use by recreation programs and civic groups; supervises center activities.
- Assist in the implementation or supervision of organized sports programs by setting up team lists, schedules, uniforms and equipment as assigned.

Minimum Required Qualifications:

Education, Training and Experience:

Bachelor's degree from four-year college or university in education, STEAM related field, recreation or closely related field, plus one year of progressively responsible administrative experience, OR an acceptable equivalent combination of education and experience, substituting on the basis of one year of experience for each year of education.

Special Requirements:

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal recreation, aquatic services and leisure administration; knowledge of recruiting method; knowledge of parks maintenance; thorough knowledge of recreation programs and social activities as are usual in a public recreation setting; thorough knowledge of and ability to coordinate the programming, operation and the request for maintenance of indoor and outdoor facilities.

Ability: Ability to communicate clearly and concisely, both orally and in writing as it relates to community publications for the purpose of informing and promoting community news and events. Ability to establish and maintain courteous, effective working relationships with other departments, civic groups, the public and other Town employees and officials. Ability to read and interpret documents and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Skill: Excellent verbal and written communication skills; aptitude for working with and explaining policies and procedures to people; aptitude for working with people and maintaining effective working relationships with various groups; skills associated with organizing programs; problem solving skills; aptitude for working with paperwork and details; skills associated with the supervision and training of staff; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-				
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving	X			
Other-hand movements to process materials			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

Technical Skills – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication – Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.

Cost Consciousness - Conserves organization's resources.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Works with integrity and ethically; Upholds organization's values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities.

Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Organizes and schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Completes work in timely manner; Works quickly.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Takes responsibilities for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan. Follows instructions; Responds to management direction.

Design - Generates creative solutions; Translate concepts and information into images; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management: Develops project plans; Coordinates projects; Communicates changes

and progress; Completes projects on time and budget; Manages project team activities.

Visionary Leadership: Inspires respect and trust; Motivates others to fulfill the vision.

Change Management: Communicates changes effectively; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation: Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership: Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Judgement: Displays willingness to make decisions; Exhibits sound and accurate judgement; Supports and explains reasoning for decisions; Includes appropriate people in decision making process; Makes timely decisions.

Strategic Thinking: Understands organization's strengths and weaknesses; Adapts strategy to changing conditions.

Motivation: Demonstrates persistence and overcomes obstacles.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)