

CIVIL SERVICE COMMISSION WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2525

OPEN COMPETITIVE EXAMINATION FOR: SUPERVISOR OF RECREATION

SALARY: \$80,000 ~ \$100,000/yr. (Exempt, paid bi-weekly)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:30 p.m. on:

UNTIL SUFFICIENT APPLICATIONS ARE RECEIVED

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

- Recruits, selects, trains, motivates, schedules and evaluates the performance of full-time, seasonal and volunteer staff;
- Prepares a variety of oral and written reports and presentations as required by senior management;
- Coordinates departmental activities with City sports organizations and other City departments;
- Responds to public inquiries and complaints;
- Manages online registration system;
- Develops, prepares and administers bureau budget, including preparing cost estimates, recommendations for department improvements and monitoring and controlling expenditures;
- Develops, recommends and implements department policies, procedures and fee schedules;
- Evaluates equity and adequacy of policy related to fee schedules and makes recommendations as needed;
- Maintains relationships with state and local officials, community organizations regarding program offerings in coordinating efforts for services;
- Prepares and maintains records and evaluation reports on programs and initiatives;
- Manages Aquatics programs (i.e., pool staffing, scheduling and operations);
- Prepares requests for materials, supplies and equipment needed for various recreational programs;
- Performs related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Knowledge of the modern principles, practices and methods for developing, planning and coordinating a wide variety of recreation, social and cultural programs and events to meet the need of the community;
- Ability to manage, direct, support and coordinate the work of professional, clerical and seasonal staff;
- Ability to select, supervise, train and evaluate staff;
- Knowledge of and ability to apply local, state and federal laws related to the recreation program;
- Ability to establish and maintain effective working relationships with staff, community and government;

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES, Cont'd from page 1:

- Knowledge of and ability to plan, organize, implement, coordinate and supervise recreation programs directed to the needs of the community;
- Ability to assess and monitors community needs and identifies new program areas;
- Knowledge of and ability to use, maintain and collect data in an electronic registration software/administrative system (i.e., Vermont Systems, Myrec.com or related software program);
- Ability to participate in long-range and strategic planning, including and operating and capital budget processes;
- Ability to work effectively under pressure and deadlines;
- Ability to communicate clearly, concisely and effectively both orally and in writing;
- Ability to demonstrate working knowledge of Microsoft Office software; including but not limited to Word, Excel, Outlook;
- Knowledge of and ability to perform First Aid/CPR/AED;

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Bachelor's Degree in Recreation and Leisure Services or related recreational field plus five (5) years' experience in community recreation programs; **or**

Associate's Degree in Recreation and Leisure Services or related recreational field plus seven (7) years' experience in community recreation programs; **or**

High School Diploma or GED plus ten (10) years' experience in community recreation programs.

Regardless of which you have above you must also have

Work experience which includes three (3) years of direct management experience in functional areas of human resources/personnel, fiscal and recreation program management.

SPECIAL REQUIREMENTS:

Preferred Certified Park Recreation Professional Certification (CPRP); and Certified Pool Operation (CPO) or Aquatics Facility Operator (AFO) Certification. Proficiency in reading, writing and speaking Spanish is preferred. Incumbents in this class are required to possess a current and valid Motor Vehicle Class D Operator License and have a good driving record. Incumbents in this class must possess valid and current First Aid/CPR/AED Certification.

COPIES OF APPLICABLE EDUCATIONAL (DEGREE OR TRANSCRIPTS) AND CERTIFICATION DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION
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In order to verify possession of the appropriate Driver's License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions:	N	O	F	C	Working Conditions:	N	O	F	C
Physical Demands:					Depth Perception		X		
Standing			X		Color Distinction		X		
Walking			X		Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes			X	
Reaching		X			Wetness		X		
Handling		X			Humidity		X		
Grasping			X		Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals		X		
Feeling		X			Exposure to Gases and Fumes		X		
Talking				X	Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion		X			Exposure to dampness		X		
Hand/Eye/Foot Coordination		X			Confinement to Small or Restricting Area		X		
Visual Acuity/Near		X			Mechanical Hazards		X		
Visual Acuity/Far		X			Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the District when necessary.

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. Appeal Process- An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER
E.O.E. M/F/H/V
EEOP Utilization Report available upon request

9/14/23 USAR mj