



Director of Parks and Recreation
Town of Watertown, CT

The Town of Watertown, Connecticut is accepting applications for a Full-Time Director of Parks and Recreation. The annual salary will be based on a candidate's education and experience. During the 6-month probationary period, the annual salary will be reduced by 10%.

Candidate will work under the general direction of the Town Manager. The responsibilities are:

- Plans, coordinates, supervises, and evaluates Parks and Recreation Department operations
- Develops policies and procedures for the Parks and Recreation Department as necessary to ensure efficient operation of the department or implement directives from the Town Manager and/or the Parks and Recreation Commission
- Plans, promotes and implements a comprehensive and diversified community recreation, cultural, athletic, social, and human services programs under policies established by Town Manager and/or the Parks and Recreation Commission; reviews department performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies
- Prepares the proposed annual budget for the Parks and Recreation Department; directs the implementation of the adopted budget; analyzes and recommends improvements to equipment and facilities, as needed
- Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of department employees; administers personnel rules and regulations and collective bargaining agreements for subordinate employees
- Prepares, submits and presents analytical and statistical reports to the Town Manager and/or the Parks and Recreation Commission; attends meetings of the Parks and Recreation Commission and the Commission on Aging

Qualifications are: Graduation from a recognized college or university with a minimum of a bachelor's degree in Recreation, Park Management, or a related field plus four (4) years of professional experience involving the development, operation of park and recreation programs, including two (2) years in a supervisory capacity; or eight (8) years of progressively responsible park and recreation program experience including four (4) years in a supervisory capacity; or any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

Must have a valid Connecticut driver's license or be able to obtain one in sixty (60) days. Certification as a Park and Recreation Professional (CPRP) or Park and Recreation Executive (CPRE) preferred.

Watertown Job Applications can be picked up at the Town Hall or online at www.watertownct.org and should be sent to the Town Manager's Office, Town Hall, 61 Echo Lake Rd., Watertown CT 06795 by November 17, 2023. NO PHONE CALLS WILL BE ACCEPTED. EOE.