



TOWN OF PUTNAM

Municipal Complex
200 School Street
Putnam, Connecticut 06260
Telephone: (860) 963-6800

POSITION POSTING **Recreation Director**

The Town of Putnam is seeking applicants for the position of full-time Recreation Director.

Position Summary

Performs a variety of administrative, professional and supervisory work in direct oversight and control of the Parks and Recreation Department. Responsible for the maintenance of Town parks, sports fields, related recreation areas and facilities and the provision of community recreation programs.

Duties of the position include:

1. Plans, coordinates, supervises, and evaluates Parks and Recreation Department operations.
2. 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 Administrator and Recreation Commission.
3. Plans, promotes and implements a comprehensive and diversified community recreation, cultural, athletic and social program under policies established by the Town Administrator, Board of Selectman, and Recreation Commission; reviews Department performance and effectiveness, formulates and implements programs or policies to alleviate deficiencies.
4. Operates, supervises and maintains existing Town parks, sports fields and recreation areas and facilities; supervises acquisition, planning, design and construction of proposed facilities.
5. Coordinates parks and recreation activities, events, programs and plans for recreation areas and facilities with other Town departments, community groups, schools and others as required.
6. Supervises and coordinates the preparation and presentation of a proposed annual budget for the Recreation Department; directs the implementation of the adopted budget; analyzes and recommends improvements to equipment and facilities, as needed.
7. 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.
8. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of Department activities and operations, including management of recreation program registration; collection of program fees and charges; program evaluation; activity and facility scheduling; contract administration; and grounds and facilities maintenance.
9. As Town Agent for applicable Town Commissions (Recreation, Aging, Veteran's Affairs), oversees and participates in preparation of agenda items, meeting notices, minutes and staff reports; attends meetings and provides advice and recommendations on programs and related components. Several Boards and Commissions meet outside of normal Town Hall business hours.
10. Promotes and publicizes recreation programs and activities; prepares and coordinates programs and event publicity.

11. Maintains positive working relationships with school officials, community groups and the public regarding program offerings and coordination of services; promptly and cordially responds to civilian inquiries and complaints pertaining to services and facilities.
12. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.
13. Perform all related work as needed.

Required Qualifications:

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in: Recreation, Park and Leisure Studies, Park and Recreation Management, Public Administration or a related degree.
2. 5 years as a recreation agent responsible in the administration of recreation, social and cultural programs and services, including a minimum of 2 years supervisory experience. Municipal experience is beneficial.
3. Experience using various software programs, including Outlook, Microsoft Office suite, financial/budget tracking, and ability to learn other software programs, with website-based recreational program management preferred.

Suitable experience may be substituted for education attainment, or suitable education may be substituted for work experience, if deemed appropriate by the Town Administrator or his/her designee.

Compensation:

This full-time, non-union position is a salaried position, based on a typical 35-hour work week schedule. Frequent work during weekends and evenings, as necessary related to events and programs. The expected salary range is between \$70,000 - \$80,000 per year, with possible negotiation based on qualifications and experience. There is health, dental, pension and other benefits with this position. Vacation, personal leave, and sick leave accruals are applicable.

Work Environment and Physical Demands:

This job operates in a professional office environment with regular related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

EEOC Statement:

It is the policy of the Town of Putnam to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Putnam will provide reasonable accommodation, that do not present an undue hardship, for qualified individuals with disabilities.

Applications with cover letter and resume must be received via email to mariah.clifford@putnamct.us. Position will remain open until filled.