

**TOWN OF WETHERSFIELD  
DIRECTOR OF RECREATION and PARKS**

**POSITION SUMMARY:**

Under the general direction of the Town Manager plans, organizes and directs a comprehensive public recreation program for the community including special need programs and activities, and varied seasonal indoor and outdoor activities and programs for all ages. Administers the business affairs of the Recreation and Parks Department.

**ESSENTIAL FUNCTIONS OF WORK:**

Plans, organizes and directs policies, operations activities and subordinates in the functional areas of Recreation, Therapeutic Recreation, Community Center, and Nature Center.

Evaluates present programs and activities, evaluates recreational needs and requests for new recreation facilities, programs or activities, and develops short term and long range planning for such programs determined to be feasible.

Oversees the operation of indoor recreation centers including the scheduling of events and activities and determining and prioritizing the needs for physical repairs or maintenance.

Reviews and approves or develops as warranted operating procedures for the use of outdoor and indoor swimming facilities, athletic fields, recreation facilities, all recreational programming and activities.

Administers personnel policies for the department and oversees the employment and evaluation of regular and seasonal employees.

Coordinates departmental maintenance activities, events and programs with park maintenance, other Town departments, and independent agents as warranted.

Oversees the preparation of news releases and other informational material about department programs and activities and makes public presentations to promote interest and support of such programs and activities.

Receives and investigates complaints and takes necessary action as warranted.

Prepares grant requests for intergovernmental assistance.

Prepares specifications for equipment, materials and supplies.

Provides staff assistance to the Advisory Recreation and Parks Board and other Boards and Commissions as assigned by the Town Manager.

Prepares and presents statistical and narrative reports and provides consultation, advice and assistance as requested to Town staff and officials on issues or matters relating to recreation and parks.

Assigns, trains and supervises professional and clerical staff.

Prepares and administers an operating budget for the department.

Oversees the operation of the Town's historic Solomon Wells House and provides staff assistance to the Solomon Wells House Committee.

Performs related work as required.

**DESIRED KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge of the principles and practices of recreation programming, municipal recreation administration, and parks administration and maintenance.

Knowledge of the principles and practices utilized in therapeutic recreation programming.

Knowledge of arts and crafts, aquatics, sports, cultural and social activities as are usual in a public recreation program.

Knowledge of and ability to direct the operation and coordinate the maintenance of indoor and outdoor facility.

Knowledge of social trends and indicators and their impact on recreation policy.

Ability to develop short term and long-range comprehensive plans for programs and activities, and to implement and evaluate such programs and activities.

Ability to prepare and present statistical and narrative reports in oral and written form.

Ability to prepare and administer an annual operating budget.

Ability to assign, train, and supervise professional and clerical staff.

Ability to deal effectively with town staff and officials, the public and the media.

**PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:**

(Required for essential duties. Reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all-inclusive and may be supplemented as necessary).

Ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for long periods of time.

Mobility to make recreational area and park inspections which may include climbing and walking over rough terrain.

Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.

Ability to see and read objects closely as in reading narrative or financial reports. Ability to read plans, maps and diagrams and read from a computer monitor. Ability to see objects far away as in driving.

Ability to hear normal sounds with background noise as in hearing using a telephone.

Ability to distinguish verbal communication and communicate through speech.

Ability to communicate effectively in oral and written form.

Ability to maintain files and records and to make mathematical calculations using a calculator.

Ability to concentrate on complicated detail and complex issues with some interruption, pressure and changing priorities.

Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned.

Ability to use knowledge and reasoning to solve complex problems.

Ability to distinguish between public and confidential information and handle appropriately.

Ability to learn and apply new information, technology and legislation applicable to departmental activities.

Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations and performs outside inspections which may include exposure to fluctuations in temperature and seasonal weather including wetness and humidity. May be exposed to dust and electro-magnetic radiation as in CRT's.

**REQUIRED QUALIFICATIONS:**

The qualifications required would generally be acquired with a Master's Degree in Recreation Administration and ten years of increasingly responsible work experience including five years' experience in a supervisory capacity; OR an equivalent combination of experience and training.

**SPECIAL REQUIREMENTS:**

Connecticut Motor Vehicle Operator's License.

The above job description is illustrative and not a complete itemization of all facets of any job.