

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Park and Recreation Administrator
Exempt

40 hr/wk

Job Summary: Coordinates and oversees clerical and secretarial duties of the Park and Rec Department including programs, and maintenance. Oversees and directs clerical office staff in conjunction with the Director of Programs and Events and Park and Recreation Director and the Mayor. Assists Program and Events Director with programs, including in field support on special program days. Oversees, maintains and, updates office files according to departmental policies. Greets Town officials, employees and the Public and provides information and documents in a timely manner with a polite, professional and, courteous manner. Assists the public with applications and related data for all park programs. Compiles and sends marketing programs and letters as directed.

Supervision Received: Reports to the Director of Park and Recreation or designee and the Mayor

Supervision Exercised: Oversees Park and Recreation Secretary

Essential Duties

- Performs as the office administrator for the Park and Recreation Department meeting the public as representative of the department and referring residents and participants to the appropriate staff member.
- Provides information regarding the department programs and events for the Park and Recreation Department to the public in a polite, professional and courteous manner.
- Compiles information as requested and distributes copies as required in a timely fashion for the Park and Recreation managers and commission members.
- Creates policy books for Lynn Deming and other parks/programs as requested.
- Weekend supervision of Lynn Deming Park during the open season on a rotational basis.
- Maintains records of and coordinates all updates to Park and Recreation programs.
- Prepares league packets for all department sports programs.
- Acts as the Administrator for all online permits, schedules use of town parks, checking for residency and certificate of insurance.
- Maintains and updates office files following established office procedures and Record Retention Management Guidelines as set forth by State Public Records Administrators.
- Records financial transactions of the department, reporting relationship of fees collected to the cost of programs and preparing related reports
- Answers the telephones and provides accurate information to appropriate staff member.
- Composes routine correspondence (i.e. agendas, program materials, memos, etc.) and submits same in accordance with established time frames with high degree of accuracy.
- Types letters, memos, reports and other documents as requested; makes copies and files.
- Receives, coordinates and assists the public with program registration, including park and boat permits
- Organizes and processes mail for the Departments and Commission.
- May be required to attend Commission Meetings at the direction of the Director; takes minutes and files same within statutory guidelines.

- Documents complaints accurately and completely and refers to proper staff member for action for the Park and Recreation Department.
- Prepares and processes all requisitions, purchase orders, vouchers and invoices for the Park and Recreation Department and Commission.
- Prepares and remits quarterly and annual reports to the Finance Office as required.
- Coordinates program registration and collects fees, prepares invoices and collection reports as required
- Maintains inventory of office supplies, orders same when necessary.
- Maintains current webpages for the Department on the Town website.
- Registers and coordinates workshops and training for the Department staff.
- Aids in updating Park and Recreation seasonal programs
- Maintains computer data for the Department for record keeping and program tracking purposes.
- Assists in other Park and Recreation areas as requested by Supervisors.
- May be required to work certain off-hours, including weekend and night hours depending on the program and staffing
- Performs other duties as assigned that are necessary for successful Department operations.

Knowledge, Skills and Abilities:

- Demonstrated ability to coordinate work between multiple office programs subject to continuous interruptions and background noises.
- Demonstrated ability to work under demanding deadlines and changing priorities and conditions.
- Demonstrated ability to remember multiple tasks/assignments given to self and others over long periods of time.
- Demonstrated ability to file letters, correspondence, and reports.
- Ability to attend and participate in night and weekend programs throughout the year.
- Demonstrated ability to type 50 words per minute with accuracy.
- Demonstrated ability to work independently and deal effectively with public, town officials and associates.
- Demonstrated proficiency in oral and written communication skills including ability to accurately compose routine correspondence.
- Must be willing to attend courses, seminars and training to maintain and update computer or other technological skills.
- Demonstrated ability to organize and prioritize work between multiple programs.

Education, Training and Experience:

High School diploma or equivalent with four years’ experience in clerical work required, 1-2 years experience in a supervisory capacity is preferred.

Associate’s Degree or BS/BA, Park and Recreation field including 2 years experience in parks and recreation clerical work preferred.

The position requires computer literacy with a demonstrated ability to create and maintain, databases spreadsheets and reports. Experience with Cartograph, MyRec, Munis, Google Suite, and Microsoft office preferred.

Must obtain Life guard certification within 1 year of initial employment

Veterans preferred.

Working Conditions, Physical and Mental Requirements: Incumbents 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. A physical examination may be required.

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				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	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 a Small/Restricting Area	X							
Visual Acuity/Near				X	Mechanical Hazards	X							
Visual Acuity/Far				X	Physical danger	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 Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Created by Personnel 8/7/2023
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