

**TOWN OF WETHERSFIELD**  
**ASSISTANT DIRECTOR OF PARKS AND RECREATION**

**POSITION SUMMARY:**

Under the general direction of the Director of Parks and Recreation assists in the effective financial and administrative management of the Parks and Recreation Department and develops, coordinates and supervises comprehensive community recreational programs and special events. Assumes administrative responsibility of the Department in the absence of the Director of Parks and Recreation. The Assistant Director is required to exercise considerable independent judgment in administering and managing the Department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**ESSENTIAL FUNCTIONS OF WORK:**

- Assists in the preparation of the Department's operating budget along with capital improvement projects, bid specifications and quotes for supplies, equipment and materials.
- Evaluates the effectiveness of programs and recreational needs of the community; develops short term and long range planning recommendations; and coordinates activities with public, private and recreational organizations.
- Develops and supervises diversified and balanced Town recreation programs.
- Serves as liaison to Town Boards, Commissions and Committees as assigned.
- Coordinates purchasing procedures and verifies that expenditures are in conformance with budget approvals and funding limits.
- Oversees program revenues including financial reports and tracking of Department expenditures.
- Provides on-site inspection of Department facilities and makes recommendations or acts upon improvements within budget limitations.
- Determines staffing and funding requirements and recruits, assigns, trains, supervises and evaluates part-time and seasonal employees.
- Develops and oversees specialized software for Parks and Recreation Department operations and trains staff on use of software programs.
- Coordinates IT upgrades and system implementation. Manages content for Department's website.
- Performs related work as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and skills of principles and practices of modern municipal budget preparation, administration and program planning.
- Ability to prepare and monitor a budget, analyze information and statistics, make projections, and coordinate purchasing operations.
- Ability to assign, train, and evaluate staff.
- Ability to administer comprehensive year-round recreation programs and special events.
- Ability to prepare statistical and narrative reports in oral and written form.
- Ability to deal effectively with Town staff, external consultants and the public.
- Ability to understand and implement complex recreation software programs and train staff to utilize the software to manage department programming responsibilities.
- Mobility to make recreational area and park inspections which may include climbing and traveling 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, records, spread sheets and data base 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.

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

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions under the American with Disabilities Act.

While performing the duties of this job the employee in this role will frequently have to bend, crawl, climb, reach, twist, turn, kneel, crouch, stoop, and lift up to 30 pounds. You will also have to get from one location in the office or work site to other locations in and outside from the primary office or work sites. Additionally, the role requires the ability to hear and speak, as well as sit and/or stand for extended periods

The work environment includes a typical office setting with interruptions, heavy traffic flow and high work volume expectations. Outside inspections involve exposure to fluctuating temperatures, seasonal weather, wetness, humidity, electrical hazards and hazardous materials.

While performing the duties of this job, you may be exposed to fluctuations in temperature and seasonal weather including wetness and humidity.

### **QUALIFICATIONS:**

- Master's Degree in Recreation Administration; OR, some closely related field and
- Three (3) years of responsible recreation experience; OR, a Bachelor's Degree in Recreation Administration or some closely related field and
- Five (5) years of increasingly responsible recreation experience; OR an equivalent combination of experience and training.
- Valid Driver's License.

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