



The Town of Wethersfield Announces the Following Position

Assistant Director of Parks & Recreation – Full Time

Reports to:	Director of Parks and Recreation	Status: 37.5
Salary Range:	111,765.50-125,866.12	Schedule: 8:00am - 4:30pm
Pay Grade:	49	FLSA: Non-Exempt
Union/Non-Union:	Local 818-22	
Closing Date:	Open Until Filled	Date Posted: April 9, 2025

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.

Examples of Specific Duties:

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 Town recreational programs and serves as liaisons 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 and evaluation of recreational programs, equipment, grounds and facilities and makes recommendations or acts for improvement 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 departments operations and trains staff on use of software programs and coordinates IT upgrades and system implementation. Manages content for Department website. Assumes responsibilities of Director in their absence and represents Department as delegated. Performs related work as assigned.

Required 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.

To Apply for This Position:

Completed Employment Applications must be received by Human Resources no later than the above date and time. An Employment Application and complete job description are available on the Job Opportunities page at www.wethersfieldct.gov. Mail or email application to: 505 Silas Deane Highway, Wethersfield, CT 06109 or HR@wethersfieldct.gov. **Only candidates selected for interviews will be contacted.**

Successful candidate must pass a written exam and/or interview process, pre-employment physical, drug testing and background check prior to employment. The Town of Wethersfield is an Equal Opportunity/Affirmative Action employer.