

PARK, RECREATION & AQUATICS DIRECTOR

Position Purpose:

The purpose of this position is to perform professional, administrative and supervisory work in developing, administering and implementing indoor and outdoor recreation programs and activities that meet the needs of town residents as well as maintaining all recreation facilities; all other related work as required. The Parks & Recreation Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Exercises considerable initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel. Works independently in formulating decisions regarding policies, procedures, operations and plans.

Supervision Received: Works under the policy direction of the Town Manager with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department's goals and objectives. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Has supervisory responsibility for all department employees directly and through subordinates. Participates in hiring of staff, provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy, with frequent interruptions. Performs inspections and/or observes department facilities and activities outdoors.

Regularly operates an automobile, a computer, telephones, standard office machines, and recreation equipment (e.g., raising/lowering basketball goals, opening/closing stage curtain, setting up/taking down volleyball net).

Interacts frequently with town residents, other town departments, sports organizations, school personnel, and contractors. Contacts are in person, by telephone, in writing and involve discussing routine to complex information and require considerable perceptiveness, tact, and persuasion to influence the behavior of others.

Has access to department personnel records, bid documents, negotiating positions, and confidential and personal information about program participants and staff, which requires the application of appropriate judgment, discretion and professional protocols.

*Park, Recreation & Aquatics Director
Town of Sudbury*

Errors in judgment may result in significant delay or loss of services, damage to buildings/equipment, possible personal injury to program participants, monetary loss, and have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Administers, manages, and supervises the daily operation of the town's park and recreation program including recreation space, toddler playground, indoor year-round aquatic facility, community center, and all recreational programs and scheduled use of all recreation properties and school fields after school hours.

Plans, organizes, and directs all department programs, services and facilities. Develops organizational structures for all seasonal staff and volunteers. Recruits, interviews, selects, hires, trains, promotes, fires, and recommends salary and other personnel actions.

Develops, prepares, and oversees the Park & Recreation Department and Atkinson Pool capital and operating budgets. Directs the expenditures of same. Oversees the collection and accounting of user fees. Maintains all reports and records including revolving accounts and enterprise funds for programs, areas, facilities and services. Purchases necessary supplies in accordance with town bylaws and state statutes.

Performs strategic and long-range planning for department growth. Assesses the performance of the Park & Recreation Department and Atkinson Pool in relation to established goals and changing needs of the community.

Serves as the primary staff individual for the Park & Recreation Commission. Attends Commission meetings.

Directs and arranges the maintenance of recreation land in conjunction with the Department of Public Works.

Encourages and maintains cooperative planning and working relationships with local and community groups, including organized sports groups, and agencies, media, trades people, and town departments.

Prepares the annual departmental budget for submission to the Town Manager. Oversees the monitoring of all department expenditures.

Regular attendance and punctuality at the workplace is required.

Performs similar or related work as required, directed or as situation dictates.

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Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in recreation, leisure studies, physical education, or other related field; three to five years of professional park and recreation experience, including financial, facility management and supervisory experience; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license. Certification in CPR and First Aid.

Knowledge, Ability and Skill:

Knowledge: Complete working knowledge of the principles and practices of recreation programming. Thorough knowledge of recreation equipment, materials, tools and other resources. General knowledge of computers and applicable software applications.

Ability: Ability to develop innovative cost-effective programs to meet community needs. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to delegate responsibility and work well with subordinates. Ability to deal tactfully, patiently and appropriately with a variety of people including children. Ability to work effectively under time constraints to meet deadlines. Ability to identify, implement and assess community recreational programs. Ability to motivate a large seasonal staff.

Skill: Skill in all of the above listed tools and equipment. Very good persuasiveness, resourcefulness, and discretionary skills. Excellent customer service skills.

Physical Requirements:

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. Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Must be able to access all areas of playgrounds, pools, and other recreational facilities; traverses uneven terrain. Operates a keyboard at an efficient speed. May lift and/or move objects weighing up to 60 pounds such as equipment, supplies, etc. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

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