

Town of Fairfield

Position Posting

Position title: Assistant Director **Department:** Recreation

Position grade: SG 09 *Work Schedule:* 8:30 am -4:30 pm

Bargaining unit: PETA *Work location:* Eunice Postal Recreation Center

Number of vacancies: 1 *Salary range:* \$73,757 - \$102,734

<i>Essential Functions:</i>	Under the direction of the Director of Parks and Recreation, supervises and coordinates a wide variety of outdoor and indoor activities in a public recreation program. Assist in day to day functions of the Parks and Recreation Department and assumes full responsibility when the Director is not present. Supervises Recreation Coordinators, Office Assistants and Program Directors. Remains in close contact with the Public Works Parks Department to advise facility maintenance based on usage.
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<i>Illustrated Duties and Responsibilities:</i>	<ul style="list-style-type: none"> • Coordinates usage of approximately 75 facilities for over 50 organizations which include youth and adult sport programs, high school athletics, Board of Education after-school programs, etc. • Establish a variety of classes, clinics, lessons and tournaments for such activities: <ul style="list-style-type: none"> Fitness programs Gymnastics Sailing Swimming Fencing • Develop, recommend and promote new programs to meet the public's needs; set up programs guidelines, rules and regulations; establish costs and funding methods; recruit, train and evaluate volunteers and paid staff as required; provide facilities, purchase equipment and design methodology for registration • Recommend the continuance of discontinuance of any activity and attend meetings as required • Responsible for the ordering, repairing and replacement of equipment and policy decision for the Eunice Postal Recreation Fitness Center • Perform other related duties as requested
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	<p>SPECIAL ASSIGNMENTS:</p> <ul style="list-style-type: none"> • Examples of special projects/assignments include, but are not limited to: <ul style="list-style-type: none"> • Field building projects and the development of the universal recreation pass for golf, tennis and the fitness center • Implementation of several fundraising events/activities • Review of all existing policies and procedures
<p><i>Knowledge, Skills and Abilities:</i></p>	<ul style="list-style-type: none"> • Considerable knowledge of : the principles of management and organization, development and delivery of public programs, principles of staff development and training • Ability to communicate effectively both orally and in writing; to maintain effective working relationships with community leaders, municipal officials, coworkers, subordinate staff and the general public • Ability to coordinate, assign and evaluate the work of the subordinate staff • Ability to analyze problems and situations to present appropriate facts and recommendations concisely in written or oral form
<p><i>Minimum Required Qualifications:</i></p>	<ul style="list-style-type: none"> • Graduation from an accredited four year college or university supplemented by a Master’s Degree in Parks and Recreation Administrations, Public Administration, Business Administration or related field plus extensive experience in a responsible administrative or managerial capacity in parks and Recreation Administration or any equivalent combination of training and experience which would provide the desirable knowledge, abilities and skills. • Possession of a valid driver’s license when operating a vehicle is necessary to the satisfactory performance of assigned duties

Apply in person by November 30, 2017 at the Human Resources Department for the Town of Fairfield, Sullivan Independence Hall, 725 Old Post Road, Fairfield, CT 06824 (203) 256-3057