



TOWN OF BROOKFIELD

JOB DESCRIPTION

JOB TITLE: PARKS AND RECREATION DIRECTOR

CLASSIFICATION: Salary Exempt

BARGAINING UNIT: N/A

SUPERVISOR: First Selectman

General Statement of Duties:

The Parks and Recreation Director plans, organizes, and administers a comprehensive community recreational, social and culturally diverse programming and activities for all age groups within the Town. Responsible for the use, care, and maintenance of Town parks, recreational grounds, police and fire stations, library, trails, Still River Greenway, school grounds and all other municipal properties and facilities.

Job Locations:

All municipal areas owned by the Town of Brookfield.

Responsibilities and Description of Duties:

Develops and administers a broad range of programs designed to meet the recreational needs of the community within the budget limitations of the department. Assesses the recreational and facility needs for all residents, regardless of interests, age, sex, physical ability or ability to pay. Recruits, interviews, hires, supervises, evaluates and dismisses (when necessary) self-sustaining instructors, volunteers and program staff. Evaluates all programs offered through the Recreation Department.

Supervises the advertisement and marketing of the programs offered through the Parks and Recreation Department. Preparation of program brochures, Department website and social media describing and promoting upcoming programs sponsored through the Parks and Recreation Department.

Develops and coordinates cooperative relationships and programs with other departments, community groups, schools and other organizations. Coordinates the use of all Municipal and School outdoor facilities for recreation and general purposes.

Enforces all policies, rules and regulations as directed by the Parks and Recreation Commission.

Directs the maintenance and improvement of all parks, open space, school grounds and outdoor municipal facilities. Makes periodic inspections of park areas and park and recreation facilities, as needed. Develops short and long term plans for the acquisition, maintenance, and improvement of facilities based on these needs. Develops a strategy for the beautification of parks, school grounds, and all municipal facilities.

Required to participate in the Parks and Recreation Commission meetings and keep members abreast of the budget and plans within the department. Will be required to attend events and meeting on evenings and weekends.

Prepares and administers the department's operating, capital improvement and equipment replacement budget. Prepares budget recommendations for the department. Oversees the collection and accounting of various fees and charges. Coordinates a variety of public relations activities, including fund-raising to promote funding and sponsorship of programs, facilities and events. Maintains inventories of materials, equipment and supplies and prepares purchase specifications. Reviews and approves staff schedules, time records and leave requests.

Participates in the acquisition, planning, design, construction, improvement and maintenance of all departmental areas and facilities and inspects and approves projects in progress. Act as a project manager for capital projects, including coordination of steering committees, contracts and other legal matters, and funding requirements.

Revised 02/2018

BOS approved: 02/05/18



TOWN OF BROOKFIELD JOB DESCRIPTION

Construction project management and administration using local, state or federal funds, including bidding process, vetting of contractors, management of contracts, budgeting, negotiations and final reports to various boards and commissions.
Prepare all scholastic fields for game and practice play on a daily basis.

Interface with conservation commission on facility improvements and maintenance to preserved and/or protected open space properties.

Strategic planning on behalf of civic, social, cultural and sport group needs for projects on Town owned properties.

Advise the BOE on infrastructure needs as required for safety and long term maintenance. Advocate and strategically plan for capital improvements to school and municipal properties.

Initiate comprehensive integrated pest management plan on all school and municipal properties.

Provide technical support and supervision for a wide variety of community service projects.

Performs other related duties as required.

Supervision Received: The incumbent receives general supervision from the First Selectmen and also reports to the Parks and Recreation Commission.

Supervision Exercised: The Director of Parks and Recreation supervises the Parks Supervisor, Recreation Supervisor, office personnel, waterfront staff, program staff, adult education staff, including contracted and seasonal services in lawn maintenance, snow plowing, refuse collection and cleaning services.

Knowledge, Skills and Abilities:

- Ability to develop, negotiate, and supervise on-going lawn maintenance, snow plow, refuse collection and cleaning service contracts.
- Knowledge of the principles and practices of recreation policy, planning and programming, and public administration principles and practices. Knowledge of techniques, rules, materials and equipment needed for indoor and outdoor sports and recreational activities.
- Demonstrated strong interpersonal and leadership abilities, including budgeting, contract management, and supervision.
- Ability to develop, prepare and administer an annual budget, including a capital improvement budget. Must strategize long range planning for such areas at the four district schools, beach property, parks and all municipal properties.
- Ability to seek out, write, assist with, and administer grant applications that may be available through the State of Connecticut, Federal Government and local sources.
- Excellent customer service experience and ability to build and maintain strong working relationships with Advisory Board members, co-workers, vendors, staff and the community.
- Ability to evaluate recreational sports, facilities and equipment for appropriateness and safety. Ability to use knowledge and reasoning to solve complex problems.
- Excellent verbal and written communication skills.
- Must possess excellent analytical and good organizational skills.
- Must be proficient in computer skills, including Microsoft word and excel.

*This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Education, Training and Experience:

Membership Connecticut Recreation and Parks Association

Membership National Recreation and Parks Association

Bachelor of Science Degree in Recreation or related field required.

Four years of progressively responsible recreation programs experience including at least three years in program supervision, or an equivalent combination of education and qualifying experience substituting on a year-for year basis.

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Certification in First Aid and CPR required.

Certification from a National Recreation and Parks Association, Certified Parks and Recreation Professional
Connecticut Motor Vehicle Operator's license is required

Physical Requirements:

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit for long periods of time.
- Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to field work to conduct inspections of park areas and facilities which may include walking over rough terrain and exposure to seasonal conditions in weather.
- Ability to stand, sit, walk, stoop, kneel, crouch, crawl, climb, balance, use hands and arms.
- Ability to regularly push/pull and lift objects up to 25 pounds. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Specific abilities required by this job include hearing, vision, speech, distance vision, and ability to adjust focus.
- The position requires the incumbent to work outdoors in all seasons.
- Regular and punctual attendance is necessary to succeed in this role.

The Town of Brookfield is an Equal Opportunity Employer