

**TOWN OF MONROE
POSITION OPENING
DIRECTOR OF PARKS AND RECREATION**

TITLE: Director of Parks and Recreation

DEPARTMENT: Park and Recreation

REPORTS TO: **First Selectman**

HOURS PER WEEK: 35 hours per week with flexibility for programs

SUMMARY OF POSITION

This description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility.

PRIMARY RESPONSIBILITIES:

Review functions and operation of park and recreational programs and staffing.
Plan, coordinate, organize and direct recreational, social and cultural programs for the Town of Monroe. Coordinate the care and maintenance of recreational areas and facilities under the jurisdiction of the Parks & Recreation Commission. Supervision of park and recreation staff.

ADDITIONAL RESPONSIBILITIES:

- Establish general policies to review programs and fees
- Develop, coordinate and implement community recreation, social, cultural, and special event programs
- Oversee park maintenance and operations
- Prepare and administer department budget including long range capital planning
- Coordinate and develop partnerships with schools, community groups, citizens, and other Town departments
- Supervises training and development programs for all staff
- Plans agenda and meeting materials for Parks & Recreation commission

QUALIFICATIONS:

- Outstanding customer service
- Demonstrated computer skills (Micro Soft Word, Excel)
- Ability to administer department budget
- Strong communication skills (verbal, written, and public presentation)
- Valid CT. State Driver License

EDUCATION/REQUIREMENTS:

A minimum of a Bachelor's Degree in recreation, physical education or a closely related field. Minimum of three years increasing experience and responsibility in the supervision of a parks and recreational department/program to include, but not limited to, the supervision of maintenance functions, or a combination of education, training, and experience that demonstrates the ability to perform the duties of this position.

SALARY RANGE: \$52,280.00 to \$80,467.00 (depending on experience)

For consideration please submit on line at monroect.org the following: Resume, cover letter, and application of employment (***application is available on line at monroect.org***) Human Resources Department. EOE/AA

Position will remain available until filled.