



Town of Simsbury

933 HOPMEADOW STREET ~ SIMSBURY, CONNECTICUT 06070

Maria E. Capriola – Town Manager

DIRECTOR OF CULTURE, PARKS AND RECREATION TOWN OF SIMSBURY

The Town of Simsbury, Connecticut is seeking an innovative, collaborative, dynamic and experienced professional to serve and lead the Simsbury Culture, Parks and Recreation Department. A full profile of the department, position and community will be available at www.simsbury-ct.gov.

The Director of Culture, Parks and Recreation is responsible for establishing a vision, planning, directing and evaluating parks and recreation for the Town of Simsbury. Sample duties include: overseeing recreational programming including operations at the Simsbury Farms Recreation Complex such as a golf course, ice rink and aquatics facilities; overseeing maintenance of the Town's parks, recreational facilities, open spaces, and greenways/bikepaths; evaluating recreational programs and services; managing capital projects related to the Town's parks, recreational, open space, and greenways infrastructure; managing a special revenue fund; financial management including cost recovery analysis for programming, fee implementation, budget development and monitoring, and grants administration; and developing and implementing policies and procedures. The Director is also responsible for coaching, supervising and evaluating departmental personnel in accordance with collective bargaining provisions and other applicable Human Resources policies. The Director of Culture, Parks and Recreation will work under the administrative direction of the Town Manager and the policy direction of the Culture, Parks and Recreation Commission.

The anticipated hiring range is \$100,000-\$110,000 per year with a competitive benefits package. The preferred candidate will be subject to a criminal background check, drug/alcohol screening, motor vehicle check and a pre-employment medical evaluation.

Candidates must have a Bachelor's degree from an accredited college or university with major coursework in parks and recreation, sports management, public administration, or related field. A minimum of five (5) years of experience in parks and recreation or a related field and a minimum of three (3) years of supervisory experience are required. Experience working for a municipality and possession of a CPRP certification are highly desirable.

Interested candidates are required to submit an on-line employment application including resume, letter of interest, and list of at least 3 professional references to www.simsbury-ct.gov/jobs. **The deadline for all required application materials is Friday, March 30, 2018 at 1pm**

If you have any problems while using the online application system, or if you require a reasonable accommodation to apply for this position, please contact the Town Manager's Office at (860) 658-3291.

AA/EEOE

Telephone (860) 658-3230
Facsimile (860) 658-9467

townmanager@simsbury-ct.gov
www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 – 7:00 Monday
8:30 – 4:30 Tuesday through Thursday
8:30 – 1:00 Friday