



ASSISTANT DIRECTOR OF PARKS AND RECREATION

Develops, coordinates and supervises community recreation, social and cultural programs; and assists the Director of Parks and Recreation in the planning and administration of the Department's divisions, programs and activities.

Salary Range is \$68,681 - \$89,283. Thirty-five (35) hours per week plus benefits. A job description and employment application are attached.

Applicants should complete and submit the attached application to:

Town of East Hartford
Human Resources Department
740 Main St.
East Hartford, CT 06108

This announcement will be posted until sufficient applications have been received

The Town of East Hartford is an Equal Opportunity Employer.

TOWN OF EAST HARTFORD

TITLE: Assistant Director of Parks and Recreation **LEVEL:** 108

DEPARTMENT: Parks and Recreation **Date:** 2/6/01

POSITION DEFINITION:

Under the general supervision of the Director of Parks and Recreation, provides administrative and professional supervision in the implementation of a variety of parks and recreation services including recreation programs, parks maintenance, golf course maintenance, building and property administration and construction projects. Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.

ESSENTIAL JOB FUNCTIONS:

- Plans, organizes and implements work according to project schedules and standard procedures.
- Independently establishes priorities in regular duties.
- Develops, coordinates and supervises community recreation, social and cultural programs; and assists the Director of Parks and Recreation in the planning and administration of the Department's divisions, programs and activities.
- Provides administrative and technical consultation and assistance to town department, boards and commissions.
- Participates in near-term and long-range planning of the Department. Formulates operating policies in concert with the Director.
- Assists the Director in preparing annual budget recommendations.
- Makes recommendations for fee schedules and projects revenues for budget-making.
- Monitors work activities and implements controls to assure cost effective attainment of goals.
- Assists with analysis of computer equipment, software and applications for increasing automation of Department processes, operating systems and record-keeping.
- Plans and implements technological advances so determined.
- Plans, coordinates and implements year-round seasonal programs, especially in the areas of camps, playgrounds, gymnasium activities, fitness programs and sports leagues.
- Reviews and evaluates recreational programs and parks maintenance and golf maintenance projects. Oversees operations of the Community Cultural Center.
- Assists with the development and administration of contracts with Veterans Memorial Clubhouse Caretaker, Golf Course Professional, Golf Course Restaurant and Community Cultural Center facilitators.
- Confers with architects, consultants, contractors and the general public on parks and recreation matters.
- Prepares studies and makes reports on current and future projects and programs.
- Assists with bid procedures for services, supplies and materials.
- Hires, trains and provides indirect and direct supervision of full-time staff for parks maintenance, golf course maintenance and administrative divisions and hires, trains and provides indirect and direct supervision of part-time staff for parks, camps, playgrounds, gymnasiums and other programs.

- Assigns work to full-time and part-time staff.
- Oversees training and development programs for Department employees.
- Assists with the administration of collective bargaining agreements for Department.
- Coordinates availability of athletic fields and facilities for league use.
- Coordinates use and rental of facilities with the Board of Education.
- Prepares public relations information.
- Monitors recreation programs to assure proper operating, safety and supervision.
- Prepares specifications for materials, equipment, supplies and services for designated program areas.
- Evaluates employees and handles disciplinary action.
- Serves as hearing officer in grievances.
- Reports progress on projects and goals attained to Director.
- Assumes administrative responsibility of the Department in the temporary absence of the Director of Parks and Recreation.

ADDITIONAL JOB FUNCTIONS:

- Represents Department in public meetings.
- Participates in selection of consulting services for Department projects.
- Coordinates activities with public and private cultural and recreational organizations.
- Speaks to individuals and groups to develop interest in recreation and promote department activities.
- Participates in professional parks and recreation organizations to remain current on developments in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and evaluation.
- Knowledge of laws and regulations governing municipal recreation.
- Ability to assess community recreational needs and to initiate, organize and follow through on recreation, rental property, parks and golf course maintenance programs and projects.
- Ability to deal effectively with employees, staff, external consultants, the public including those members of the public representing different age groups and the media.
- Ability to supervise, train and evaluate employees.
- Ability to use electronic information systems to secure more effective and efficient operations.
- Ability to present ideas and programs to individuals or groups.
- Ability to make clear and concise oral and written reports.

PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Works in office setting subject to continuous interruptions and background noise.
- Includes exposure to video display terminals on a daily basis.
- Must be able to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.

JOB QUALIFICATIONS AND LICENSING REQUIREMENTS:

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in Recreation or some closely related field, and
- four years of progressively responsible experience in municipal or group recreation work, including at least two years in a supervisory role.
- Credentialing as Certified Leisure Professional is preferred.
- Connecticut Motor Vehicle Operator's license.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.



TOWN OF EAST HARTFORD

740 Main Street
 East Hartford, Connecticut 06108
 www.easthartfordct.gov

Phone
 (860) 291-7220

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

APPLICANT'S NAME (LAST, FIRST, MIDDLE)				
STREET ADDRESS	CITY/TOWN	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER (CELL)		
POSITION APPLIED FOR Assistant Director of Parks and Recreation				
ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
AVAILABILITY <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		DATE AVAILABLE FOR WORK		

EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", highest grade completed: _____		
Name of high school: _____	Do you have a high school equivalency Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address: _____	Place HS equivalency was granted: _____		
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:			
School	Address	Course/Major	Degree/Certificate
List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number.			
List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary).			
List any office equipment or machinery you can operate that is relevant to the position for which you are applying.			

RECRUITING INFORMATION How did you hear about this job? (Please check one)	<input type="checkbox"/> Newspaper Name of Newspaper: _____	<input type="checkbox"/> Community Agency Please give name: _____
	<input type="checkbox"/> Town Employee Name _____	<input type="checkbox"/> Internet name of website: _____
	<input type="checkbox"/> Referral Service Please give name: _____	<input type="checkbox"/> Other _____

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.

YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME

IMPORTANT: May we contact your present employer? YES NO

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment: From _____ / _____ month year To _____ / _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment: From _____ / _____ month year To _____ / _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Name of Employer		Job Title	
Address		City	State Zip Code
Dates of Employment: From _____ / _____ month year To _____ / _____ month year	Name and Title of Supervisor		Telephone Number
	Description of duties, responsibilities, and significant accomplishments:		
Salary:			
Starting \$ _____ per _____			
Ending \$ _____ per _____			
# Hrs. Worked Weekly	Reason For Leaving		

Have you ever been discharged from a place of employment for cause? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please describe _____



CERTIFICATION (READ CAREFULLY)

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed _____

Date _____



Name: _____ Position Applied For _____

References: List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

Name: _____
Address: _____
Job Title: _____
Name of Work Place: _____
Phone: _____

AUTHORIZATION & RELEASE

(GENERAL EMPLOYMENT)

**TOWN OF EAST HARTFORD
DEPARTMENT OF HUMAN RESOURCES
740 MAIN STREET
EAST HARTFORD, CT 06108
(860) 291-7220**

DISCLOSURE NOTICE TO JOB APPLICANTS

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. Such requests should be mailed to the address above.

In consideration of the Town of East Hartford's acceptance of my application to be considered for employment with the Town, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to conduct a personality survey and to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become an employee of the Town.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Town may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Town in my efforts to be employed by the Town of East Hartford. I also request that sources contacted by the Town accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Town in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

This form must be notarized or witnessed by EHHRD in order to be considered for employment

Signature: _____ **Date Signed:** _____

Print Name: _____ **Social Security No.:** _____ - _____ - _____

Address: _____ **State:** _____ **Zip Code:** _____

Subscribed and Sworn to before me, a Notary Public, in and for County of _____, and State of _____, this _____ day of _____, 20____.

Notary Public /or

My Commission Expires:

Witness -East Hartford Human Resource Dept.

Revised 02/08