



CITY OF NORWALK
 invites applications for the position of:
Director of Recreation and Parks

An Affirmative Action/Equal Opportunity Employer

SALARY

Hourly
 \$60.73 - \$83.11

Annually
 \$118,886.00 - \$162,687.00

OPENING DATE: 09/19/18

CLOSING DATE: Continuous

DESCRIPTION OF WORK:

Position Definition: Plans, organizes and directs comprehensive group recreational, social and cultural programs, and coordinates the care and maintenance of parks and recreation buildings, grounds and facilities.

Example of Duties: Reports to the Chief of Operations and Public Works and receives policy guidance from the Recreation and Parks Committee, and Land Use and Building Management Committee; and is responsible for the following: Develops, coordinates and implements a variety of community recreational, social and cultural programs. Oversees maintenance schedule for parks, recreational and associated building facilities. Administers and supervises programs in the functional areas of Recreation, Parks and Grounds and Building Maintenance. Supervises the employment and performance evaluation of regular and seasonal employees. Oversees program schedules, tournaments and special events. Reviews and evaluates recreational programs and facilities. Develops near-term and long-range planning for programs. Oversees the preparation of brochures, news releases and other public relations materials. Coordinates activities with City Departments and private recreational, civic, social and cultural organizations. Oversees the collection and accounting of various fees and charges. Supervises the preparation and administration of the department's operating budget and capital improvements budget. Prepares regular narrative and statistical reports for the Mayor and the Common Council upon request. Administers collective bargaining agreement and personnel policies for department employees. Serves as staff for Council Committee and plans agenda and meeting materials. Oversees park, recreational and building grant requests to the State and Federal Governments for intergovernmental assistance. Oversees specifications for equipment, materials and supplies. Plans work according to seasonal schedule. Confers with Recreation, Park and Land Use and Building Management Council Committees to establish general policies and to review programs. Establishes priorities as determined by need. Speaks on department matters to local civic and cultural organizations. Assures training and development programs for regular and seasonal employees. Participates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation and building administration. Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Building maintenance experience desirable. Ability to prepare and maintain an operating budget for a multi-faceted program. Ability to develop a capital improvement budget for park, recreation and building projects. Administrative and executive ability to initiate, organize and follow through on comprehensive recreational and park programs and projects. Ability to acquire a working knowledge of the principles and practices of administering a municipal building maintenance program. Ability to deal effectively with elected officials, members of the general public and the media. Ability to prepare

administrative reports in a clear, logical manner. Ability to present ideas and policies to individuals and groups. Ability to supervise.

**MINIMUM
QUALIFICATIONS:**

Master's degree in Recreation and Park Administration, Public Administration or a closely-related field and four years of increasingly responsible experience in Municipal Park and Recreation Administration, including three years of management experience.

**SPECIAL
LICENSES/CERTIFICATIONS
AND/OR SUPPLEMENTAL
INFORMATION:**

Valid Motor Vehicle License required.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/norwalk/default.cfm>

Please be advised, we no longer accept applications via, fax, email, or mail.
Only applications submitted through our online recruiting system will be considered.

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