



**CITY OF NORWALK**  
**invites applications for the position of:**  
**Superintendent of Recreation**

An Affirmative Action/Equal Opportunity Employer

**SALARY**

Hourly  
 \$48.25 - \$57.03

Annually  
 \$94,451.00 - \$111,628.00

**OPENING DATE:** 09/19/18

**CLOSING DATE:** Continuous

**DESCRIPTION OF WORK:**

**Position Definition:** Develops, coordinates and supervises community recreational, social and cultural programs; and assists the Director of Recreation and Parks in the planning and administration of the Department's programs and activities.

**Example of Duties:** Receives oral or written direction from Director Recreation and Parks. Plans, organizes and implements work according to a planned schedule. Independently establishes priorities in regular duties. Assists in preparing annual budget recommendations for program areas and administers operating budget, capital and non-recurring accounts. Makes recommendations for fee schedules and projects revenues for budget making. Coordinates, implements and provides comprehensive year round, seasonal and special events programs. Assists in the evaluation of recreational assistants and recommends employment, training, promotion and disciplinary action. Reviews and evaluates recreational programs and facilities. Recommends sites for recreational programs. Prepares studies and makes reports on near term and future programs and activities. Prepares statistical and narrative reports of some complexity. Develops schedules, plans tournaments and special events, and prepares public relations information. Coordinates availability of athletic fields and facilities for league use. Monitors recreation programs to assure proper operations, safety and supervision. Prepares specifications for materials, equipment and supplies. Reports work accomplished to the Director.

**Additional Duties:** Coordinates activities with public and private cultural and recreational organizations. Develops interest in recreation, cultural and social programs by speaking to social groups. Requisitions materials, supplies and equipment as needed. Assumes responsibility for recreation programs in the absence of assigned Supervisor.

**Supervised By:** Receives general direction from the Director of Recreation and Parks.

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

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge and skill in executing the principles and practices of municipal recreation and its administration, including planning, organizing, budgeting and program evaluation. Ability to assess community recreational needs and to initiate, organize and follow through on recreation programs and projects. Ability to deal effectively with employees, different age groups, and the media. Ability to supervise, train and evaluate employees. Ability to acquire the skills to use data processing equipment to secure more effective and efficient operations. Ability to present ideas and programs to individuals or groups. Ability to make clear, concise oral and written reports.

**MINIMUM  
QUALIFICATIONS:**

The skills and knowledge required would generally be acquired with a Master's degree in Recreation Administration, Physical Education, or some closely related field, and three years of increasingly responsible experience in municipal or group recreation or a closely related field, including two years in a supervisory role.

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

**License or Certificate:** Valid Motor Vehicles License required.

This position is NASA Grade 6

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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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