



**City of Bristol**  
BRISTOL, CONNECTICUT 06010

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## **JOB ANNOUNCEMENT**

### **SUPERINTENDENT OF PARKS and RECREATION** **Parks and Recreation Department**

**SUMMARY:** Strives to build a finer community spirit and contribute fully to the enrichment of life for the citizens of Bristol. Responsible for over 730 acres of park land which includes two major active parks with over 100 acres each, eight neighborhood parks, a lighted stadium, an indoor pool facility, a veterans memorial park and four open space, passive parks. Plans, organizes and directs a comprehensive group recreational, social, and cultural program; directs and coordinates the care and maintenance of parks, recreational areas and facilities, and administers financial operations of Department including management of special trust funds. Supervises and directs activities of assigned staff. Prepares and administers the Parks and Recreation budget and corresponding revenue. Analyzes and recommends needs and fees for programs and services. Directs, develops and manages the current activities and intermediate and long range planning of the department. Analyzes recreational needs of residents. Manages multi-purpose athletic stadium. Plans parks, grounds, facilities and equipment maintenance and renewal programs. Prepares specifications for reconstruction projects and equipment purchases. Supervises the employment, training and performance evaluation of regular, intermittent and seasonal employees. Administers collective bargaining agreements and personnel regulations for permanent employees. Develops program schedules, tournaments, and special events. Prepares brochures, news releases, and other public relations materials. Coordinates activities; speaks on recreational matters. Coordinates management of trust funds dedicated to park and recreation use with City financial officials. Prepares narrative and statistical reports. Attends monthly Park Board meetings and other City meetings as required. Participates in professional recreational organizations; manages department web page.

**QUALIFICATIONS:** Bachelor's degree in parks and/or recreation, public administration or other related field; plus six years' experience in management of recreational facilities and programs or public parks maintenance. Prefer experience in both recreation and park management, and Master's degree in recreation. Prefer Certified Parks & Recreation Professional (CPRP). Must be proficient in the use of computers and familiar with web page setup and management.

**LICENSE OR CERTIFICATIONS:** Connecticut Motor Vehicle Operator's License.

**BENEFITS** include Defined Benefit Pension Plan, generous time off (personal days, perfect attendance days, vacation, accrued sick leave, including 12 full day & 2 half day holidays) & insurance package (medical, dental, vision care, prescriptions, life, and short term disability).

**SALARY:** \$102,298 - \$111,686/yr. (Scheduled 2.25% wage increase effective 07-01-19)

**SUBMIT ONLINE APPLICATION w/RESUME:**

[www.bristolct.gov](http://www.bristolct.gov)

**DEADLINE:** OPEN UNTIL FILLED.

**EQUAL OPPORTUNITY EMPLOYER**