

HUMAN RESOURCES, LABOR
RELATIONS, AND ADMINISTRATIVE
SERVICES DEPARTMENT
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TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

TOWN OF WILTON

POSITION POSTING

POSTING PERIOD: Open Until Filled

POSITION: Administrative Manager—Parks & Recreation
DEPARTMENT: Parks & Recreation
UNION: Local 1303-160 of Connecticut Council #4, AFSCME
HIRING PAY RANGE: Range 7 STEPS: 1-4 \$64,606 – 71,008

For an application form and a copy of the job description, go to www.wiltonct.org
or call 203/563-0118. EOE.

11/26/18:slt

TOWN OF WILTON

Position Description

Date: November 16, 2018

POSITION TITLE: Administration Manager-Parks & Recreation

UNION: AFSCME Local 1303-160

DEPARTMENT: Parks & Recreation

REPORTS TO: Director of Parks & Recreation

SUPERVISION EXERCISED: Various Part-Time and Full-Time Seasonal Employees

SUMMARY DESCRIPTION OF DUTIES: Prepares and tracks operating budgets under the supervision of the Director of Parks & Recreation. Oversees programming procurement, software, and facilities scheduling. Develops, implements, and evaluates recreation programs and activities for age groups ranging from 18 months through Senior Citizens. Responsible for all operations of the waterfront, including, but not limited to, staffing, supplying, budgeting, and developing waterfront programs. Works to insure programs are self-sustaining. This position serves as the Director of Parks & Recreation in the absence of the Director.

JOB LOCATION AND EQUIPMENT USED: Work is performed both in the office and in the field. Office work involves the use of a telephone, calculator, photocopier, typewriter, kitchen appliances, and personal computer. Office work also involves using computer software including, but not limited to, Word, Excel, PowerPoint, Publisher, FrontPage, and industry-specific applications. Field work will occur at Merwin Meadows park and waterfront areas, athletic fields, gymnasiums, classrooms, field trips, and wherever events are held. Field work entails the use of athletic and sports equipment, arts and crafts supplies, and vehicles, including a 15-passenger van and a 4-wheel-drive pick-up truck.

ESSENTIAL FUNCTIONS:

Administration

- Prepares and tracks operating budget for Parks & Recreation Programming under the direction of the Director of Parks & Recreation. Submits draft budget to Director of Parks & Recreation for approval. Assists in annual presentation of the operating budget to the Board of Selectmen;

- Prepares financial reports related to programming for Director of Parks & Recreation and Commission;
- Serves as the Director of Parks & Recreation in his/her absence;
- Manages the adult sports leagues including field assignment, team signups and revenue and expense management;
- Oversees procurement for programming;
- Oversees recreation-specific programming and facilities rental software and facilities scheduling; and
- Performs related duties as required or assigned.

Programming

- Plans, promotes, supervises, and provides instruction in active and passive recreational activities for a wide range of age groups;
- Seeks citizen input to develop new recreational programs and courses;
- Evaluates and modifies programs on a seasonal basis or more frequently if necessary, using direct feedback from participants and staff;
- Develops recreation programs for Merwin Meadows park in addition to the waterfront programs;
- Plans and supervises special exhibitions, performances, and competitions;
- Plans and supervises art and cultural programs for residents;
- Participates in Park & Recreation community events;
- Assists with analysis and assessment of programs, policies and operational needs and make appropriate adjustments as required; and
- Prepares strategic business and work plans to meet diverse customer needs and Town and department priorities.

Waterfront Programming

- Develops and maintains a relationship with the American Red Cross to insure the proper staffing needs and certification requirements of the waterfront are met;

- Plans, supervises, hires, trains, and evaluates all waterfront staff, including but not limited to a waterfront director, lifeguards, park monitors, and water safety instructors;
- Works with the waterfront director to develop a training program for all waterfront staff that includes drawing upon the expertise of the Town's emergency personnel;
- Coordinates all waterfront programs with the Superintendent of Parks and Grounds;
- Evaluates waterfront facilities and programs and makes suggestions for and, upon approval, implements upgrades and improvements;
- Tours other municipal parks seeking ways to improve waterfront programs and facilities, including staffing needs and development; and
- Oversees waterfront revenues processing and controls in coordination with the Finance Department.

Communications

- Prepares and maintains the department's online presence including social media and website messaging;
- Prepares program brochures, news releases, and other public information materials; and
- In coordination with the Town's centralized information technology personnel, keeps abreast of enhancements in technology appropriate for the department and makes recommendations for upgrades and improvements.

Other

- Collaborates and builds strong partnerships with community organizations, human services agencies, recreation and sport leagues, neighborhood groups and other town departments;
- Participates on boards, commissions and committees as required; and prepares and presents presentations, staff reports and other necessary correspondence; and
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to work effectively on several projects simultaneously;
- Ability to supervise a wide range of staff, full-time, part-time, and seasonal, in terms of age, skill, and responsibility;

- Ability to communicate in a positive manner with staff and public;
- Ability to establish and maintain accessibility to and rapport with the public;
- Ability to deal with the staff and public in a tactful and diplomatic manner;
- Ability to coordinate and work effectively with the Superintendent of Parks and Grounds;
- Ability to develop effective working relationship with the American Red Cross in order to ensure the staffing and certification needs of the waterfront are met and maintained;
- Ability to apply fundamental accounting principles in order to participate in the budget process and program evaluation;
- Ability to use effectively a wide range of computer programs, including, but not limited to Word, Excel, PowerPoint, Publisher, FrontPage, and industry-specific applications;
- Ability to assist in maintaining department website in coordination with Town's centralized information technology personnel; and
- Ability to design and oversee production of program brochures, news releases, and other information materials.

MINIMUM REQUIREMENTS:

- Bachelor's degree in business related major or a recreation-related field;
- Minimum of five years of administrative and customer service experience; and
- Valid Connecticut Public Service Driver's license at time of, or within one month of, date of hire.

SPECIAL CONDITIONS:

- Successful passage of a pre-employment physical, including tests for drugs and alcohol, may be required as a condition of employment with the Town of Wilton and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel is qualified and can most suitably perform the functions of this position notwithstanding the absence of the optimal qualifications.