

TOWN OF CHESHIRE
POSITION DESCRIPTION

Position Title: Director of Recreation Classification: E-4
(Revised 12-13-16)
Department: Recreation Date: 6-13-17

Position Objectives:

Under general direction, plans, directs, promotes, coordinates and administers the development of the Town's recreational facilities and recreational services and activities.

Reporting Relationships:

Reports to: Town Manager

Supervises: Program Supervisor
Assistant to the Director
Aquatics Director
Has functional responsibility for part time recreational workers.

Job Location and Equipment Used:

Work is performed in an office and out in the parks. Position requires driving Town vehicle to conduct business and to supervise programs. Position requires setting up programs including setting up food, tables and chairs. Equipment used includes: computers, fax copier, calculator and other office equipment as well as sports and equipment.

Essential Functions:

1. Reviews and evaluates effectiveness of recreational facilities and services.
2. Recommends facility improvements and recreational programs.
3. Participates in the selection, development and supervision of paid staff and volunteers.
4. Prepares budget and directs expenditure of department funds and keeping of department records.
5. Oversees acquisition, planning, design, and construction of recreation facilities as needed and in collaboration with Director of Public Works and Engineering.
6. Studies local conditions and develops immediate and long range plans to meet recreational needs of all age groups.

7. Promotes recreation programs to the public and maintains cooperative planning and working relationships with allied public and voluntary and civic organizations.
8. Serves as technical advisor to Parks and Recreation Commission.
9. Supervises and coordinates activities of department staff. Recommends personnel activities such as promotions, transfers and disciplinary measures. May train new staff. Conducts performance evaluations.
10. Attends meetings of the Parks and Recreation Commission, Town Council and other Town meetings, as requested.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

Bachelor's Degree in Recreation Administration. Master's Degree in Recreation or Public Administration preferred. Knowledge of sports programs and fitness. Eight years experience in municipal parks and recreation with at least five years in a supervisory or administrative position or any combination of training and experience which provides a demonstrated ability to perform the duties of the position. Ability to communicate persuasively with the general public and establish and maintain effective working relationships with subordinates.