

TOWN OF CANTON

TITLE: Director of Parks & Recreation

CLASS: Exempt

DEPARTMENT: Parks & Recreation

DATE: June 27, 2012

POSITION DESCRIPTION

Plans, organizes and directs comprehensive group and individual recreational, social and cultural programs for all age groups; and in coordination with the Director of Public Works, facilitates the care and maintenance of Town parks and recreational areas and facilities.

SUPERVISION RECEIVED

This position receives functional direction from the Chief Administrative Officer and general policy advice from the Park and Recreation Commission.

SUPERVISION EXERCISED

Directs the activities of all employees of the department; allocates work through professional and seasonal staff in several functional work and program areas; and administers all personnel procedures for employees, including training, development and evaluation.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Confers with Park & Recreation Commission to establish general policies and to review programs.
- Establishes priorities as determined by need.
- Administers and supervises recreation, social and cultural programs through subordinate staff.
- Develops, coordinates and implements a variety of community recreational, social and cultural programs.
- Administers comprehensive aquatic based programming and pool facility operations.
- Develops near-term and long-range planning for programs.
- Reviews and evaluates programs and facilities.
- Develops program schedules, tournaments and special events.
- Oversees the preparation of brochures, news releases and other published information.
- Prepares and implements administrative policies and procedures.
- Coordinates with Director of Public Works maintenance schedule, inspections and preventative maintenance program for Town pools, recreation facilities and fields.
- Responsible for the collection and accounting of various fees and charges.
- Prepares and administers department budget and special revenue fund.
- Plans agenda and meeting materials for Park & Recreation and files such in accordance with the Freedom of Information Act.
- Prepares grant requests to state and Federal agencies.
- Maintains inventory of department equipment and supplies.
- Prepares specifications for purchase of equipment, materials and supplies.
- Participates in activities of professional recreation and/or senior organizations to remain aware of developments in the field.
- Coordinates and participates in hiring and evaluating seasonal staff.
- May perform additional tasks and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of the principles and practices of municipal recreation, social and cultural programs.
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and monitor budgets.
- Ability to interpret and apply regulations, policies and procedures.
- Knowledge of the principles and practices of municipal park development and maintenance.
- Administrative ability to initiate, organize and follow through on comprehensive recreational, social and cultural programs and senior service projects.
- Ability to deal effectively with elected and appointed officials, employees and the general public.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to present ideas and policies to individuals and groups.
- Ability to supervise.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. While performing the duties of the job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/ or humid conditions, or airborne particles. Business travel may be required. The employee will be required to provide his/ her own transportation.

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve complex problems; use math and mathematical reasoning.
- Works in office setting subject to continuous interruptions and background noises.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
- Ability to work varied hours/ days/ night meetings to complete functions.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with a Bachelor's Degree in Recreation, Park Management or some closely related field and four (4) years of increasingly responsible experience in municipal or group recreation work, including some supervisory experience. A similar combination of education and relevant work experience may be considered.

LICENSE OR CERTIFICATE:

- Must possess a valid driver's license.

- Certified Pool Operator (CPO) – preferred
- Certified Parks and Recreation Professional (CPRP) - preferred

Note: The above description is illustrative only. It is not meant to be all-inclusive.