



CITY OF NORWALK
invites applications for the position of:

Superintendent of Recreation

An Affirmative Action/Equal Opportunity Employer

SALARY

Hourly
\$49.39 - \$58.37

Annually
\$96,684.00 - \$114,267.00

OPENING DATE: 10/04/19

CLOSING DATE: 11/04/19 11:59 PM

DESCRIPTION OF WORK:

Position Definition: Plans, develops, implements, and evaluates a broad range of public recreation activities including sports and fitness, social and cultural, special events, camps, aquatics, youth, adult, and seniors programs.

Example of Duties: Plans, assigns, and directs the activities of employees engaged in the promotion, operation, and maintenance of the City's Recreation and Parks Department' programs and facilities. Prepares and administers division budgets for recreation facilities and programs, determines the need for equipment and capital improvement projects. Coordinate and organize registration for recreation programs and events as well as rentals of City's recreation parks, buildings, athletic fields, and outdoor pavilions. Orders equipment, supplies and material within budgetary limitations. Reviews and approves purchase requests from staff to verify expenditure and necessity. Monitors budget expenditures and revenue collection in all areas. Performs public relations duties and services and maintains effective communication between City agencies, boards, community organizations and shareholders. Provides exceptional customer service while investigating and responding to inquiries and complaints relating to citizen use of recreation programs and facilities. Determines present and future program and facility needs, goals, and objectives for the recreation division areas. Implements marketing initiatives to achieve occupancy goals. Actively cultivates volunteer and business partnerships as well as sponsorship opportunities for the Recreation and Parks Department.

Additional Duties: Directs the research, analysis and preparation of special reports, studies and surveys. Provides input into and assists in the development of short and long-range recreation plans. Maintains records (fees, number of beach users, rentals, users of facilities, etc.) on activities, services and personnel in order to monitor and adjust recreation programs. Attends external conferences, workshops and seminars to stay abreast of parks and recreation trends while initiating best practices throughout the organization.

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:

Must have a passion and vision for recreation programming and exercise independent judgment and ingenuity in accomplishing program objectives and interpreting the needs and desires of the public. Ability to acquire the skills to use data processing equipment and software to secure more effective and efficient operations including Microsoft Office, RecTrac, and MUNIS. Knowledge of the Commission for Accreditation of Park and Recreation Agencies (CAPRA). Accreditation process and standards are highly desirable.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Parks and Recreation Administration or a related field; supplemented by five years of experience/training that includes municipal recreation management and programming, including three years in a supervisory role. A Certified Parks and Recreation Professional (CPRP) is preferred.

SPECIAL LICENSES/CERTIFICATIONS AND/OR SUPPLEMENTAL INFORMATION:

License or Certificate: Must possess and maintain a valid Driver's License and maintain eligibility requirements and endorsement(s) to operate a City vehicle.

This position is a Grade 6.

Please be advised, we no longer accept applications via, fax, email, or mail.
Only applications submitted through our online recruiting system will be considered.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://agency.governmentjobs.com/norwalk/default.cfm>