ASSISTANT COMMISSIONER OF PARKS, RECREATION, AND CEMETERY
DEPARTMENT OF PARKS, RECREATION, AND CEMETERY
CITY OF WORCESTER

The City of Worcester is seeking qualified applicants for the position of **Assistant Commissioner of Parks, Recreation, and Cemetery** for the Department of Parks, Recreation, and Cemetery. Under the direction of the Commissioner of Parks, Recreation, and Cemetery, this position is responsible for the direction, coordination, development, and administration of services in the Department of Parks, Recreation and Cemetery. The Assistant Commissioner will represent and exercise the Commissioner's authority in their absence. This position will be engaged in the planning and directing of operations, maintenance, and construction of all City parks and park facilities, playgrounds, athletic fields, aquatic facilities, city beaches, outdoor skating rinks, and recreational buildings, as well as the golf course, cemetery, urban forests and open spaces. The Assistant Commissioner will formulate policy and program recommendations in the areas of departmental internal management, including personnel, financial, and budgetary matters; the development, implementation, monitoring, and evaluation of capital projects; comprehensive seasonal and year-round recreational programs for individuals of all age groups; and departmental priorities.

Bilingual applicants are encouraged to apply.

ESSENTIAL ELEMENTS:

- Advise and make recommendations to the Commissioner on the supervision, direction, and administration of the division's programs, facilities, and functions.
- Assist the Commissioner in the preparation of the department's budgets and in monitoring the department's financial statements.
- Allocate personnel, supplies, and equipment to the various divisions and programs of the department.
- Supervise personnel. Meet regularly with the division supervisors of Parks, Forestry, Cemetery, Golf Course, Administration and Recreation to ensure department policies and programs are implemented.
- Develop, present and justify departmental capital projects, and review proposed improvements to recommend necessary modifications that ensure all facilities and parcels meet required safety, quality, and professional standards for municipal park, cemetery, and urban forestry construction.
- Recommend and administer the award and implementation of contracts concerning matters under the responsibility of the department and payable form funds appropriated to the department.
- Represent and respond for the Commissioner at Parks & Recreation Commission meetings, Urban Forestry Tree Commission Meetings, Hope Cemetery Commission Meetings, City Council Meetings, City Council Sub-Committee Meetings, public meetings, forums, conferences, and committees.
- Prepare and present speeches and talks for radio, social media, or general audiences to explain or interpret department activities, procedures, and programs.
- Coordinate the completion of and the implementation of the Park Master Plans, Open Space & Recreation Plans, the Hope Cemetery Master Plan and the Urban Forest Master Plan.
- Seek out and secure grant funding for various department programs and services.

- Coordinate with and technically support the Department of Public Facilities, Department of Sustainability and Resilience, Department of Public Works, Department of Transportation & Mobility and all other departments to improve the City of Worcester.
- Assist in the administration of the care, custody, repair, and maintenance of City Parks, Hope Cemetery, Urban Forest, Green Hill Golf Course, Auditorium and other facilities as needed. This shall include facility security, maintenance, renovations and other tasks as assigned.
- Inform the public about Hope Cemetery and forestry programs and systems.
- In the absence of the Commissioner, the Assistant Commissioner shall assume the duties of Commissioner in accordance with the responsibilities of the head of department as set forth in the Revised Ordinances of 2015 Part Two – Organization of City Agencies - Article 19 Department of Parks, Recreation and Cemetery.
- Assist the department and City in the management and administration of winter weather operations, weather events and emergency operations.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Extensive knowledge of the objectives and principles of public recreation, parks management, cemetery management, forestry operations, golf course management, capital project develop & implementation including a thorough understanding of the facilities and equipment needed in all areas.
- Ability to work independently and be a self-starter.
- Ability to interact effectively with members of the public, other department personnel and staff.
- Ability to plan, organize, coordinate, and direct the activities and personnel of the department.
- Ability to interpret and implement the policies of the department for both the employees and the public.
- Ability to prepare annual reports on the administration for the City Manager, the Parks & Recreation Commission, the Hope Cemetery Commission and the Urban Forestry Commission.
- Knowledge of and ability to interpret related local, state and federal laws and regulations pertinent to position functions.
- Knowledge of municipal accounting procedures, procurement and techniques, tracking and managing budgets and other financial operations.
- Knowledge of standard Human Resource practices with specific understanding of Union based labor.
- Ability to perform multiple tasks in a detailed, organized, and timely manner.
- Ability to work with highly confidential, sensitive department files.
- Ability to conduct independent research and to prepare detailed, accurate operational reports and written correspondence.
- Proficient skill in the operation of a personal computer and office equipment and proficiency in Microsoft Office Suite.
- Ability to use GIS software, CMR systems, HRM systems, Recreation Permitting Software, Urban Forestry Software and Cemetery Software.
- Proficient written and verbal communication skills.
- Ability to establish and maintain effective working relationships with department staff, other City

Departments, those doing business in the city as well as regulatory authorities.

- Familiarity with equipment, pesticides, turf management, cemetery operations, aquatic operations, memorial care and snow removal.
- Proficient customer service skills.
- Basic understanding of reading and interpreting geographic maps and street maps.
- Ability to pass CORI/SORI background checks.
- Regular onsite attendance is required.

MINIMUM REQUIREMENTS:

- Bachelor's degree in parks & recreation management, public administration, or related field, ***AND;***
- Ten (10) years of related work experience in parks and recreation management or public administration, ***OR;***
    - *An equivalent combination of education, training and fifteen (15) years of relevant experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job will be considered in lieu of the above mentioned requirements*
- Five (5) years of supervisory experience
- Five (5) years of demonstrated experience in budgeting
- Ten (10) years of demonstrated customer service, constituent response, public meeting, and scheduling
- Must be able to pass CORI/SORI background checks
- Valid Driver's License and access to reliable transportation

PREFERRED QUALIFICATIONS:

- Master's degree in parks & recreation management, public administration, or related field of study
- Fifteen (15) years of related work experience in parks and recreation management or public administration
- Ten (10) years of supervisory experience
- Certified Parks and Recreation Executive (CPRE)
- Certified Parks and Recreation Professional (CPRP)
- Certified Pool & Spa Operator (CPO)
- Certified Playground Safety Inspector Certification (CPSI)
- Certification in First Aid and CPR/AED
- Certified Sports Field Manager (CSFM)

FULL SALARY RANGE: $116,280 - $160,140 annually
HIRING RANGE: $116,280 - $129, 266 annually, full-time, exempt with an excellent benefits package

To apply, please visit: www.worcesterma.gov/employment or send resume and cover letter to: City of Worcester, 455 Main Street, Room 109, Worcester, MA 01608. **OPEN UNTIL FILLED, applications received prior to or on FRIDAY, NOVEMBER 13, 2026, will receive preference.** Preference is given to Worcester residents. **The City of**

Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Direct inquiries to: City Hall, Human Resources, Room 109, 508-799-1030, Hiring@worcesterma.gov.