

**TOWN OF NEWINGTON**

<b>TITLE:</b>	Superintendent of Parks and Recreation	<b>GRADE:</b>	A-11
<b>DEPARTMENT:</b>	Parks and Recreation Department	<b>DATE :</b>	6/08/04

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**POSITION DESCRIPTION**

Under the general administrative supervision and direction of the Town Manager and functional direction of the Board of Parks and Recreation, plans, organizes and directs a comprehensive group of organized recreational, sports and aquatics, social and cultural programs for the community; and oversees the planning for, and care of parks, recreation and other areas and facilities within the Department's jurisdiction.

**ESSENTIAL JOB FUNCTIONS**

*GENERAL MANAGEMENT*

- Responsible for developing a flexible and anticipatory organization which will provide cost effective and customer friendly delivery of appropriate services to the community and in providing training and development of staff.
- Oversees the preparation of and administration of the adopted departmental operating budget.
- Administers, supervises, leads and evaluates program activities in the functional areas of administration, parks and facilities maintenance, recreation programming, leagues and activities scheduling and public relations.
- Initiates, coordinates, and supervises a variety of community recreational, sports and aquatics, social and cultural programs.
- Responsible for the development and implementation of policy, in conjunction with the Board of Parks and Recreation, for recreational and park usage, priorities and programs.
- Reviews and approves or develops operating procedures for the use of outdoor and indoor swimming facilities, athletic fields, recreational facilities, and all recreational programming and activities.
- Meets with various citizen groups to develop interest in and explain and interpret the parks and recreation program and to seek advice concerning department goals and policies.
- Directs the promotion of and publicity regarding programs and facilities utilizing appropriate media including but not limited to seasonal brochures, news releases and the internet.
- Responsible for recommending fees and charges to the Board, for approval, to meet budgetary requirements and for the supervision of the collection and accounting of various approved fees and charges.
- Attends meetings of Board of Parks and Recreation, providing it with professional and administrative assistance and administering its adopted policies.
- Serves as liaison to various committees, private and service organizations involved in culture, parks and recreation within Town.
- Reviews and analyzes unresolved citizen service requests and complaints received by the department and takes appropriate action to resolve them.
- Coordinates and confers with Federal, State and regional agencies and local groups on coordination of projects and programming.
- Prepares recreational grant requests to State and Federal agencies, and other organizations, for financial assistance.
- Participates in professional recreational organizations to remain current on new developments in the field of recreation.
- Responds to emergency situations involving department facilities and personnel.

*SUPERVISION*

- Organizes and provides job and skill training for departmental staff consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.
- Responsible for the promotion of safe work practices.
- Oversees and participates in planning and organizing workloads and staff assignments, and scheduling of all facilities within the Department's jurisdiction.
- Supervises the employment, assignment and evaluation of full-time, part-time and seasonal employees.
- Responsible for the administration of personnel regulations and collective bargaining agreements within department.
- Oversees the staffing and management of the Community Center.

### *PLANNING*

- Provides leadership and direction in development of short and long range planning and evaluation procedures for programs.
- Develops on an on-going basis a capital improvement master plan for use in park and facilities maintenance and development.
- Prepares short and long term preventative maintenance programs and significant parks and facilities improvement programs.
- Prepares short and long range plans, anticipating recreational and parks needs, and formulates the required action plans to ensure park facilities and ball fields will be available as needed.

### *FACILITIES*

- Organizes, administers and evaluates the use of all public parks and recreational facilities.
- Coordinates departmental maintenance activities, events and programs with park maintenance, other Town departments, and independent agents as warranted.
- Serves as principal liaison in contractual relationship between the Town and the Town-owned but privately operated Indian Hill Country Club.
- Oversees the operation and maintenance of the Town's historic buildings including but not limited to the Kellogg Eddy and Kelsey Houses.
- In conjunction with appropriate Town staff and its agents, prepares bid specifications for, and inspects the work of, contractors working on parks and public grounds projects.

### **ADDITIONAL JOB FUNCTIONS**

- Performs related tasks as required.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of and experience with (1) methods, principles and practices related to recreation and leisure service administration; (2) physical planning, design, arrangement, construction and maintenance of parks and recreation areas and facilities; (2) equipment, facilities, operations and techniques used in comprehensive community recreation programs; and (3) the occupational hazards and safety precautions associated with the operation of recreational facilities and the conduct of recreational activities/programs.
- Considerable knowledge of the principles and practices of public administration as applied to a Parks and Recreation Department.
- Considerable knowledge and experience with community resources, programs and recreational and cultural issues for a variety of populations.
- Considerable knowledge of community needs and program options in the field of recreation, cultural and leisure services.
- Ability to train, organize, supervise and evaluate work of employees consistent with the Town's quality service goals and development of cost-effective, customer friendly service delivery.
- Ability to monitor new issues and techniques appropriate to parks and recreation functions and responsibilities.
- Ability to understand municipal operations and budgetary impacts.
- Ability to operate data and word processing equipment and computer terminal(s) to access, process and retrieve information contained in file records and computer databases.
- Knowledge of and ability to interpret and apply all current Federal, State and local laws, ordinances, departmental policies, procedure and rules and regulations governing responsibilities related to municipal government programs and operations within jurisdiction of department.
- Ability to communicate effectively both orally and in writing.
- Ability to make decisions on resource allocation and programs in an environment of limited resources and competing claims.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, the media and the general public.
- Ability to be available for call outs.

### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Ability to walk, sit, and/ or stand for prolonged periods of time; talk and/ or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms.

- Ability to move within Town buildings and facilities and work continuously for extended periods of time.
- Ability to physically inspect and supervise operation, construction and maintenance activities in parks, pools, and specialized recreation and park facilities.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Ability to distinguish between public and confidential information and handle appropriately.
- Ability to apply new information, technology and legislation applicable to departmental activities.
- Works in office setting subject to continuous interruptions, background noises, heavy traffic flow and heavy work volume expectations and performs outside inspections which may include exposure to fluctuations in temperature and seasonal weather including wetness and humidity.
- Exposure to video display terminals on a daily basis.
- Ability to work under stress from demanding deadlines and changing priorities and conditions.
- Ability to concentrate on fine detail with constant interruption.
- Ability to attend to task/ function for more than 60 minutes at a time.
- Ability to carry and lift documents and office equipment weighing up to 50 pounds.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to get into and out of an automobile.
- Ability to participate in numerous, extended night meetings during the year.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The noise level in the work environment is usually quiet in the office, while moderate when in the field.

**REQUIRED MINIMUM QUALIFICATIONS**

- Bachelor's Degree in recreation, leisure activities, parks management, or closely related field from an accredited college or university and a minimum of five (5) years of progressively responsible experience in municipal or group recreation and park administration work, including three (3) years of supervisory experience.

**LICENSE OR CERTIFICATE:**

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
- Professional certification as a Certified Parks and Recreation Professional is desirable.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.