

**TOWN OF RAYMOND
JOB DESCRIPTION
DIRECTOR OF PARKS AND RECREATION**

Job Title:	Director of Parks and Recreation	Classification: Exempt
Department:	Parks and Recreation	Other:
Reports To:	Town Manager	Supervisory: Yes
Position Type:	Full-time, 40 hours per week	

GENERAL SUMMARY: The Director of Parks and Recreation is responsible for the development, implementation, and administration of comprehensive community recreation programs. Work involves scheduling programs and facilities, maintaining program records and preparing reports, and handling program publicity and public relations. Work also involves overseeing the maintenance of municipal park areas. Work is performed under the general supervision of the Town Manager subject to review through observation, reports and results achieved.

ESSENTIAL JOB FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Supervises and directs the development and implementation of year-round recreational and enrichment programs, trips, events, and services to meet the diverse needs of the citizens.
- Interacts with the public concerning events and incidents that arise as a result of department programs or services offered.
- Conducts independent research regarding possible new recreation and enrichment programs and services based on consumer interests and feedback.
- Provides and ensures a range of services relating to personnel management for department staff and volunteers including recruitment of prospective staff and volunteers, appropriate background checks, employee training and development and performance management.
- Develops and administers the Department's operating and capital budget.
- Develops specifications for vendor services; prepares and administers program budgets, contracts and agreements with businesses, contractors, local groups, and state agencies.
- Identifies alternative resources to supplement the general fund operating budgets, applies for, and administers grants, gifts, and donated services in support of department operations and services.
- Prepares news releases and publicity for program activities
- Coordinates the scheduling and usage of Town facilities and outdoor sites.
- Evaluates recreational needs, activities, and facilities, making recommendations for improvements, changes, expansions, and reductions.
- Prepares and submits various administrative and program reports of departmental activities for the Town Manager, and the Select Board.
- Maintains inventory of equipment and supplies; provides for the maintenance of equipment and recreational facilities; oversees the purchase of needed equipment and supplies.
- On behalf of the Town, works with regional and state recreation agencies.
- Oversees the coordination and scheduling of indoor and outdoor recreational and athletic facilities; ensures that all department-related parks and facilities are maintained in conjunction with other Town departments in a clean and operationally safe manner.
- Responsible for screening prospective employees and volunteers in accordance with the State Child Abuse Laws and Regulations.
- Must get along with others and work in a professional manner
- Maintains regular, predictable, and reliable attendance

- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality, and productivity
- Follows all Town and Department policies
- Performs related work as required

KNOWLEDGE/SKILLS

- Thorough knowledge of the principles, techniques, practices, and current trends of planning, supervising, and evaluating community-based recreational and enrichment activities for persons of all ages and be able to apply them in accordance with Town policies
- Considerable knowledge of the materials, methods, safety precautions and techniques related to recreational maintenance operation
- Knowledge of health and safety practices and procedures at recreation parks and facilities including risk management
- Knowledge of the principles and practices of effective budgetary management.
- Working knowledge of computer hardware and software in support of department operations as well as office software, Internet, website, and social media technology
- Knowledge of background check program requirements
- Knowledge of town government and the local political process and how to apply for desired outcomes.
- Knowledge of the community and various community institutions and to maintain effective working relationships
- Excellent customer service skills; skill in coordinating various programs and projects simultaneously
- Proficient oral and written communication skills.

ABILITY TO:

- Establish and maintain effective working relationships with people of all ages, incomes, and backgrounds.
- Plan and develop innovative, cost-effective programs to meet the community's recreation, enrichment, and leisure service needs.
- Prepare and administer operating and capital budgets; ability to recruit, train, and supervise subordinate personnel effectively.
- Utilize database systems and technology to assist in the design and evaluation of department-sponsored programs and activities
- Prepare reports and maintain records in a detailed and organized manner.
- Deal tactfully with members of the public
- Deescalate situations in a professional manner.
- Communicate clearly and effectively in both written and oral forms.
- Handle confidential information in a discrete manner.
- Function independently and to exercise initiative and creativity within the broad scope of municipal and department policies.
- Attend any required or recommended courses or training

RECOMMENDED MINIMUM QUALIFICATIONS

Experience and Education/Training:

- Bachelor's degree in Recreation/Leisure Services Management or a related field
- Three to five (3-5) years in a progressively responsible capacity in the field of recreation of leisure services preferably in a municipal setting; and supervisory experience; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses/Certifications/Other:

- Valid Class C Driver's License
- Adult and Child First Aid and AED certification.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

Work Environment: Working conditions involve exposure to outdoor elements and outdoor recreational programming, intermittent machine or related noise or a combination of unpleasant elements such as odors, loud noises, biohazards, traffic, fumes, dust, smoke, heat, cold, oil, dirt, or grease. Employee is required to work beyond normal business hours to attend evening meetings of Town Boards and/or Committees as well as to attend department sponsored activities at night, weekends or on holidays.

Physical Requirements: While performing the duties of this Job, the employee is regularly required to remain in a stationary position at least 50% of the time. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. and occasionally move boxes weighing up to 20 pounds across office for various needs. Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer. Frequently positions self to maintain files in file cabinets. The person in this position must have the ability to communicate information and ideas so others will understand and must be able to exchange accurate information in these situations. In addition, the person in this position must have the ability to observe details at close range (within a few feet of the observer). Frequently move in and around the facilities.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee Signature:

Date: