



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, CT 06339
<http://www.ledyardct.org>

Administration Committee

~ AGENDA ~

Chairman Kevin J.
Dombrowski

Regular Meeting

Wednesday, May 10, 2023

5:30 PM

Town Hall Annex- Hybrid Format

In -Person: Council Chambers, Town Hall Annex Building

Join Zoom Meeting from your Computer, Smart Phone or Tablet:

<https://us06web.zoom.us/j/86978950125?pwd=U3A3dTcybTJScXBoMm0rTjg5WnpjZz09>

Or by Audio Only: Telephone: +1 646 558 8656; Meeting ID: 869 7895 0125; Passcode: 700161

- I. CALL TO ORDER
- II. ROLL CALL
- III. RESIDENTS & PROPERTY OWNERS COMMENTS
- IV. PRESENTATIONS / INFORMATIONAL ITEMS
- V. APPROVAL OF MINUTES

MOTION to approve the Administration Committee Regular Meeting Minutes of April 12, 2023.

Attachments: [ADMIN-MIN-2022-04-12.pdf](#)

VI. OLD BUSINESS

- 1. Any other Old Business proper to come before the Committee

VII. NEW BUSINESS

- 1. MOTION to reappoint Ms. Paula Crocker, 1500 Route 12, Gales Ferry, to the Housing Authority to complete a five (5) year term ending March 31, 2028.

Attachments: [Re Appointment Endorsement - Crocker- Housing Authority-2023-04-24.pdf](#)

- 2. MOTION to approve a proposed Director of Parks, Recreation and Senior Citizens job description as contained in the draft dated May 9, 2023.

Attachments: [Director Parks, Recreation & Senior Citizens DRAFT 5-9-23 Parks & Rec Director 1994.pdf](#)

3. Any other New Business proper to come before the Committee.

IV ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 23-1603

Agenda Date: 5/10/2023

Agenda #:

MINUTES

Minutes:

MOTION to approve the Administration Committee Regular Meeting Minutes of April 12, 2023.



TOWN OF LEDYARD
CONNECTICUT
TOWN COUNCIL
HYBRID FORMAT

741 Colonel Ledyard Highway
Ledyard, CT 06339
<http://www.ledyardct.org>
Roxanne M. Maher
860 464-3203

Chairman Kevin J. Dombrowski

MINUTES
ADMINISTRATION COMMITTEE
REGULAR MEETING

Wednesday, April 12, 2023

5:30 PM

Town Hall Annex Building

DRAFT

- I. **CALL TO ORDER** – The Meeting was called to order by Councilor Ingalls at 5:30 p.m. at the Council Chambers Town Hall Annex Building.

Councilor Ingalls welcomed all to the Hybrid Meeting. She stated for the Town Council Administration Committee and members of the Public who were participating via video conference that the remote meeting information was available on the Agenda that was posted on the Town’s Website – Granicus-Legistar Meeting Portal.

- II. **ROLL CALL-**

Attendee Name	Title	Status	Location	Arrived	Departed
Andra Ingalls	Committee Chairman	Present	In-Person	5:30 pm	5:44 pm
Whit Irwin	Town Councilor	Present	Remote		
Mary McGrattan	Town Councilor	Present	In-Person	5:30 pm	5:44 pm
S. Naomi Rodriguez	Town Councilor	Present	In-Person	5:30 pm	5:44 pm
Marisa Rodriguez	Administrator of Human Resources	Present	In-Person	5:30 pm	5:44 pm
Mike Cherry	Resident	Present	Remote	5:30 pm	5:44 pm
Roxanne Maher	Administrative Assistant	Present	In-Person	5:30 pm	5:44 pm

- III. **CITIZENS' COMMENTS**

Mr. Mike Cherry, 5 Whippoorwill Drive, Gales Ferry, addressed New Business Item #1 on tonight’s agenda regarding the appointment of Mr. Gary St. Vil to the Planning & Zoning Commission. He stated that Mr. St. Vil has been serving on the Planning & Zoning Commission as an Alternate Member, noting that he attends the meetings and was an active participant, stating that his questions were always pertinent and “spot on”. He stated moving Mr. St. Vil from an Alternate Member to a Regular Member was an excellent choice to fill the vacancy left by Mr. Awrach.

- IV. **INFORMATIONAL ITEMS** – None.

- V. **REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

MOTION to approve the Regular Meeting Minutes of March 8, 2023

Moved by Councilor McGrattan, seconded by Councilor Irwin

VOTE: 3 – 0 Approved and so declared

VI. OLD BUSINESS

1. Any Old Business proper to come before the Committee. – None.

VII. NEW BUSINESS

1. MOTION to recommend the Town Council appoint Mr. Gary St. Vil (D) 2 Thompson Street, Ledyard as a Regular Member of the Planning & Zoning Commission to complete a three (3) year term ending October 31, 2023 to fill a vacancy left by Mr. Awrach.
Moved by Councilor Irwin, seconded by Councilor McGrattan
Discussion: Councilor Ingalls stated as Mr. Cherry noted earlier this evening tonight’s motion was to move Mr. St. Vil from an Alternate Member to a Regular Member. She stated Planning & Zoning Commission Chairman Tony Capon has requested Mr. St. Vil be appointed to fill the vacancy left by Mr. Awrach.

VOTE: 3 – 0 Approved and so declared

RESULT:	3– 0 APPROVED TO RECOMMEND
MOVER:	Whit Irwin, Committee Member
SECONDER:	Mary McGrattan, Committee Member
AYES:	Andra Ingalls, Whit Irwin, Mary McGrattan

2. MOTION to recommend the Town Council approve a revised “*Town of Ledyard Employee Personnel Handbook*” as presented in the draft dated March 23, 2023.
Moved by Councilor McGrattan, seconded by Councilor Irwin
Discussion: Councilor Ingalls stated that the Employee Handbook was last updated in the late 1990’s and some of the content has become outdated. She stated this was a comprehensive rewrite of the Employee Handbook, noting that included Policies as an Appendix to the Handbook, allowing for the Polices to be updated from time to time as needed without having to rewrite the Employee Handbook.

Councilor Ingalls asked Administrator of Human Resources Marisa Rodriguez whether there was a Human Resources Guidance Document that provided direction as to what belonged in an Employee Handbook versus what belonged in an Employee Contract.

Administrator of Human Resources Marisa Rodriguez explained there were guidance documents that were reviewed in drafting the updated Employee Handbook which included the current Employee Handbook, the Policy Manual, and Collective Bargaining Agreements. She stated these three documents typically include what was needed for the Employee Handbook.

The Administration Committee reviewed the Employee Handbook noting that it looked to be in-order and thorough, noting that it addressed a variety of subjects including but not limited to the following:

- ✓ Sick Time
- ✓ Holiday Pay
- ✓ Vacation Time
- ✓ Bereavement
- ✓ Health Insurance
- ✓ Retirement/Pension Benefits
- ✓ Safety
- ✓ Personal Records
- ✓ Employee Termination/Exit Interview

The Committee noted that the Employee Handbook included the following disclaimer:

- *“Employees represented by a Labor Union would be governed by the polices in their collective bargaining agreement to the extent that they differ from the polices outlined in the Employee Handbook.”*

Councilor Ingalls stated much of the new Employee Handbook included the same type of content as the old Employee Handbook with some of the details being updated.

VOTE: 3 – 0 Approved and so declared

<p>RESULT: 3– 0 APPROVED TO RECOMMEND MOVER: Mary McGrattan, Committee Member SECONDER: Whit Irwin, Committee Member AYES: Andra Ingalls, Whit Irwin, Mary McGrattan</p>
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2. Any New Business proper to come before the Committee. – None.

VIII. ADJOURNMENT

Councilor Ingalls moved the meeting be adjourned, seconded by Councilor McGrattan
VOTE: 3 - 0 Approved and so declared, the meeting was adjourned at 5:44 p.m.

Respectfully submitted,

Andra Ingalls
Committee Chairman



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-089

Agenda Date: 5/10/2023

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other Old Business proper to come before the Committee

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



File #: 23-1602

Agenda Date: 5/10/2023

Agenda #: 1.

APPOINTMENT

Motion/Request:

MOTION to reappoint Ms. Paula Crocker, 1500 Route 12, Gales Ferry, to the Housing Authority to complete a five (5) year term ending March 31, 2028.

Background:

As Committee Members terms come to an end the Commission and the members respective parties are requested to provide a recommendation regarding the reappointment of Commission Members.

Ms. Crocker is interested in continuing to serve on the Housing Authority and her reappointment has been endorsed by the Board.

Administrative Notes:

Please see attached reappointment endorsement.

Nominating Committee Recommendation:

Minority Representation - CGS 9-167a:

In accordance with Chapter IV; Section 8 of the Town Charter “Except as otherwise provided for in this Charter, the Town Council may appoint members to fill vacancies in other offices, boards, and commissions established by this Charter and by ordinance as vacancies may occur, and appointing members to such offices, boards, and commissions as may be created in the future. Such appointments shall be made by the Town Council for such terms and upon such conditions as provided in the respective ordinance”.

Chapter IV, Section 9: “In making appointments and removals, the Town Council shall act by the affirmative votes of at least a majority of all its members.

All members of boards, commissions, and committees contained in this Charter, or subsequently created under this Charter, except members of the Building Code Board of Appeals, the Fire Marshal, and the Deputy Fire Marshal(s), shall be electors of the Town at the time of their appointment and during their terms of office.”

Connecticut General Statutes

Sec. 9-167a. Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum number of members of any board, commission, legislative body, committee or similar body of the

state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9 Two-thirds of total membership	

(2) The provisions of this section shall not apply (A) to any such board, commission, committee or body whose members are elected wholly or partially on the basis of a geographical division of the state or political subdivision, (B) to a legislative body of a municipality (i) having a town meeting as its legislative body or (ii) for which the charter or a special act, on January 1, 1987, provided otherwise or (C) to the city council of an unconsolidated city within a town and the town council of such town if the town has a town council and a representative town meeting, the town charter provides for some form of minority representation in the election of members of the representative town meeting, and the city has a city council and a body having the attributes of a town meeting or (D) to the board of directors and other officers of any district, as defined in section 7-324, having annual receipts from all sources not in excess of two hundred fifty Thousand dollars.

(b) Prior to any election for or appointment to any such body, the municipal clerk, in cases of elections, and the appointing authority, in cases of appointments, shall determine the maximum number of members of any political party who may be elected or appointed to such body at such election or appointment. Such maximum number shall be determined for each political party in the following manner: From the number of members of one political party who are members of such body at the time of the election or appointment, subtract the number of members of such political party whose terms expire prior to the commencement of the terms for which such election or appointment is being held or made and subtract the balance thus arrived at from the appropriate number specified in column II of subsection (a) of this section.

Meeting Details:

Administration Committee Meeting 9/28/2022

File #: [22455 <https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280>](https://ledyardct.legistar.com/LegislationDetail.aspx?ID=5814186&GUID=E2C7069F-CBA6-4209-A4C0-5F8D44613280) Version: 1

Type: Appointment

Title: MOTION to reappoint the following members to the Inland Wetland and Water Courses Commission for a two-year (2) term ending October 31, 2024: • Ms. Lynmarie R. Thompson (D) 2 Blackwell Drive, Gales Ferry (Regular Member) • Ms. Beth E. Ribe (U) 129 Rose Hill Road, Ledyard (Regular Member) • Mr. Dan Pealer (R) 48 Highland Drive, Ledyard (Regular Member)

Mover: Irwin **Seconder:** McGrattan

Action: Recommend to Approve

Meeting Note:

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated these three members of the Inland Wetland and Water Courses Commission were interested in continuing to serve the town and that their reappointments have been endorsed by the IWWC and their respective parties.

Councilor Ingalls went on to note that Alternate Member Mr. Glen Graebner's term would also be expiring on October 31, 2022; however, she stated he has indicated that he was not interested in renewing/continuing to serve on the IWWC at this time.

Councilor Ingalls thanked the IWWC Members and Mr. Graebner for their service to the town.

VOTE: 3 - 0 Approved and so declared

Action: Recommend to Approve



TOWN OF LEDYARD CONNECTICUT OWN COUNCIL

741 Colonel Ledyard Highway
Ledyard, CT 06339-1551
(860) 464-3203
E-Mail Address:
council@ledyardct.org

Chairman Kevin J. Dombrowski

January 9, 2023

Mr. Charles Duzy, Chairman
Ledyard Housing Authority
4 Harvard Terrace
Gales Ferry, Connecticut 06335

Dear Chairman Duzy:

A member of the Housing Authority is due for re-appointment as listed below. The Administration Committee of the Town Council would like your recommendations.

Please complete the shaded areas of each Commission members block and kindly return in the self-addressed, return envelope.

Housing Authority

5 Year Term

Name	Party Affiliation	Term Expiration	Commission Recommendation	Town Committee Endorsement	Attendance
Mr. Paula Crocker 1500 Route 12 Gales Ferry, CT 06335	U	3/31/2023	Y	Y N	{ X } Excellent { } Good { } Fair { } Poor

Commission Comments: Paula has been a great help on the Housing Authority Board. She takes accurate minutes of our meetings and has very thoughtful input to our discussions. I and the board strongly recommend her re-appointment to the Ledyard Housing Authority Board.

Sincerely,
Charles Duzy

Your assistance is greatly appreciated. Thank you for your attention regarding this request.

Sincerely,
Roxanne M. Maher

Roxanne M. Maher
Administrative Assistant
to the Ledyard Town Council

cc: Director Colleen Lauer



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-679

Agenda Date: 5/10/2023

Agenda #: 2.

JOB DESCRIPTION

Motion/Request:

MOTION to approve a proposed Director of Parks, Recreation and Senior Citizens job description as contained in the draft dated May 9, 2023.

Background:

In 2020 the Parks & Recreation Department relocated from Blonders Boulevard to the Senior Citizens Facility on Van Tassel Drive in Gales Ferry to reduce costs while improving efficiencies.

This move provided for the restructuring and sharing of staff between the Senior Citizens Center and the Parks & Recreation Office.

On April 26, 2023 the Town Council adopted amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”. Taking this step to formally combine the two Commissions would continue to streamline daily operations, provide financial and space benefits, as well as support additional programs and events.

The final step in the initiative to combine the Parks, Recreation and Senior Citizens Departments included revising the job description to reflect the current combined duties that Mr. Scott Johnson, Jr., has been performing for the past few years.

The title of the job description “*Director of Parks, Recreation and Senior Citizens*” has been updated to reflect the current title provided in Ordinance #100-016 (rev. 1).

This position is included in the “*Resolution Establishing Administrator/Department Head Benefits*”

There will be no change in current salary for this revised/combined position.

Attached for reference is the 1994 job description along with the new draft.

Proposed Job Description

Human Resources Comment/Recommendation:

This job description has been revised based on the Commission’s decision to merge departments and the evolution of responsibilities in the last 20 years.

Financial Information:

No change in salary

Mayor Comment/Recommendation:

(type text here)

Meeting Action Detail:

Administration Committee Meeting 12/14//2022

File #: [22679](#) Version: 1

Type: Job Description

Title: MOTION to approve a proposed updated Director of Parks and Leisure Services job description as contained in the draft date May 5, 2022

Mover: Ingalls Seconder: McGrattan

Action: No Action - Remove from Agenda

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Administrator of Human Resources Don Steinhoff provided some background noting that since the Parks & Recreation Department moved from the building on Blonders Boulevard to the Senior Citizens Center on Van Tassel Drive that Parks & Recreation Director Mr. Scott Johnson, Jr. has also taken on the role of the Director of the Senior Citizens Center, noting that he and his staff have been overseeing the operation and maintenance of the Facility as well as supporting the Senior Citizens Commission and its programs. He stated that the proposed update to the job description was drafted some time ago; however, he stated with the COVID 19 Pandemic a number of things were delayed in being presented to the Town Council, such as the two job descriptions on tonight's agenda.

Councilor Ingalls stated that later this evening the Administration Committee would be discussing a proposal to combine the Parks & Recreation Commission and the Senior Citizens Commission (Item #5). She went on to provide some clarification explaining that the proposed updates to the Job Description were separate from the proposal to combine the Parks and Recreation Commission with the Senior Citizens Commission. She stated that Mr. Johnson has been working in this role for a number of years, and she stated by approving the proposed job description that they would not be presumptuous in thinking that the two Commissions would be combined. Mr. Steinhoff stated that Councilor Ingalls' was correct, noting that the job description was only to reflect the roles and responsibilities that Mr. Johnson was currently performing as the Administrator/Director of both Departments.

Councilor Irwin arrived at 5:35 p.m.

Councilor McGrattan questioned the urgency to approve the proposed *Director of Parks and Leisure Services* Job Description at this time, pointing out the following:

- The title of this position throughout the job description did not align with the proposed amendments to Ordinance #100-016 (rev 1) “*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*”; which was Item #5 on tonight’s Agenda.
- The proposed job description stated that the Director would provide monthly reports for both Commission meetings.

Councilor McGrattan noted that there were a number of clarifications in the language that were needed if the two Commissions were to be combined.

Administrator of Human Resources Don Steinhoff stated that Councilor McGrattan’s comments were correct. However, he stated should the Town Council decide to combine the Parks & Recreation Commission with the Senior Citizens Commission that he would come back with a request to again update the Job Description to align with the Ordinance. He stated the proposed Job Description, as presented in the draft dated May 5, 2022, was reflecting the current role and responsibilities that Mr. Johnson has been doing for both Departments for the past 3-years.

Councilor Irwin commented that if they were going to have revisit the proposed Job Description that he did not see the need to adopt changes at this time.

Councilor Ingalls questioned if the Administration Committee did not act on the proposed Job Description update this evening whether it would affect Mr. Johnson. Administrator of Human Resources Don Steinhoff stated that Mr. Johnson has been performing these duties for a number of years and that delaying the approval of the updated job description would not impact the roles and responsibilities that he was currently doing, noting that Mr. Johnson was operating under a draft job description.

Chairman Dombrowski suggested, because they anticipate that there may be some additional changes coming that would impact the *Director of Parks and Leisure Services* job description, that the Administration Committee remove the Director of Parks and Leisure Services job description from their agenda this evening. He explained by removing the item from the Agenda that they would not be voting the item down. He stated the proposed Job Description could come forward again at a later time.

The Administration Committee agreed by consensus not to act on the proposed updated *Director of Parks and Leisure Services* job description this evening and to remove it from the Agenda, with the understanding that proposed Job Description would come forward again at a later time.

Action: No Action - Remove from Agenda

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TOWN OF LEDYARD
PARKS, RECREATION, AND SENIOR CITIZENS DEPARTMENT
LEDYARD SENIOR CENTER

DIRECTOR OF PARKS, RECREATION AND SENIOR CITIZENS

NATURE OF WORK:

The Director oversees the long-range planning function, operations and management of the Parks, Recreation, and Senior Citizens Department . Implements strategies and systems to enhance operations, management of employees, customer satisfaction and budget management. Must be able to think strategically and exercise considerable initiative and independent judgment.

SUPERVISION RECEIVED:

Receives direct supervision from the Mayor. General direction on matters of policy from the Parks, Recreation, and Senior Citizens Commission.

SUPERVISION EXERCISED:

Supervises the department staff, including full, part-time, seasonal employees, van transportation drivers, Nutrition Site Server, as well as volunteers.

ESSENTIAL JOB FUNCTIONS:

Directs and oversees a comprehensive year-round community parks and recreation program including the management of recreation centers, athletic fields/courts, parks, open spaces and beach.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations.

Attends monthly Commission meetings and communicates official plans, financial reports, activity reports, policies and procedures to the Parks, Recreation, and Senior Citizens Commission, Town administration, staff and the general public.

Assure that assigned areas of responsibility are performed within budget; perform cost control activities; monitor revenues and expenditures to assure sound fiscal control; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time; order all new and replacement equipment.

Perform public relations duties to promote the Parks, Recreation, and Senior Citizens Department in the community. Make presentations on behalf of the Department to Town commissions, boards, special committees, civic groups and the general public.

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Coordinates department activities with other departments and agencies as needed.

Promote interest in programs through publicity, brochures, and appropriate marketing strategies.

Coordinates the recreation program with the parks program, other Town departments and outside organization such as the school district and various community-based organizations.

Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Supervises and manages the planning of new parks, playgrounds and all amenities necessary for the proper construction and maintenance of these facilities. Prepares cost estimates for improvements in the park facilities; oversees construction projects and park improvements.

Responds to oral and written inquiries from the public, patrons and other Town employees.

Conforms with and abides by all regulations, policies, work procedures and instructions.

Oversees the Senior Center Van Transportation program, manages vehicle maintenance, coordinate grant applications for vehicle replacement.

Approves purchase orders as required.

Review line item expenditures to comply with the current budget.

Seek alternative means to support Department programs (grants, donations etc.).

Attend Mayor's Department Head meetings.

Represent the Senior Center in Community and Senior Center sponsored events.

Provide for the daily operation and maintenance of the Senior Center facility and grounds by working directly with the Public Works Department.

Adhere to Town and Commission policies regarding rental/usage of the Senior Center facilities.

Assume the responsibility to see that all programs are conducted within the guidelines set by the Commission.

Attend bimonthly regional Senior Center Meetings.

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Collaborate with area Senior Centers to provide regional events promoting socialization amongst the senior population.

Work closely with Senior Housing to better serve the Senior population.

Interact, socialize, and engage the senior population to evaluate their well-being.

Registration, collection and accounting of daily fees received from various programs, using computerized registration system. Quarterly, sets up and maintains registrations using myRec.com. Registers participants to programs, updates account information, enters payments, etc., using myrec.com.

Attend and host monthly regional Parks & Recreation Collaborative meetings.

Plan and coordinate regional youth fitness events with area Parks & Rec Departments promoting youth fitness in Southeastern Connecticut.

**** The duties listed above are intended only as illustrative of the various types of work that may be performed. The omissions 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.****

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

Thorough knowledge of the principles and practices of parks and recreation programs; extensive knowledge of the principles and practices of maintenance, construction and use of public buildings and park facilities; knowledge of community recreation needs and resources.

Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies and the public.

Ability to organize and express thoughts and ideas through written and oral communication.

Ability to acquire knowledge of State Statutes and Town of Ledyard ordinances, resolutions, rules, regulations and policies impacting the department.

Ability to exercise mature judgment, maintain confidentiality and make responsible decisions in accordance with established policies and procedures.

Knowledge and compassionate understanding of the needs of the elderly and a desire to assist them in maintaining their independence.

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Ability to work a flexible schedule to provide emergency coverage at the Senior Center.

Maintains computerized spreadsheets, and databases, and generates necessary reports.

Maintains department websites and Facebook pages.

Experience and Training

Must possess a bachelor's degree in Recreation, Physical Education, Leisure Services or a related field. Seven (7) years experience in recreation administration at senior level is preferred. Ability to supervise the work of others in a manner conducive to full performance and high morale. A comparable amount of training or experience may be substituted for the minimum education requirement.

Additional Requirements

- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.
- Means of transportation.
- Means of contact.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

Employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.

LICENCE OR CERTIFICATE:

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Valid Connecticut Motor Vehicle Operator's License

Parks and Recreation Professional certification (CPRP).

***** This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*****

Adopted by the Ledyard Town Council on _____

Linda Davis, Chair

TOWN OF LEDYARD

DIRECTOR OF PARKS AND RECREATION

DEPARTMENT: PARKS AND RECREATION

POSITION DEFINITION:

Plans, organizes and directs a comprehensive group recreational, social, and cultural program; coordinates the care and maintenance of playing fields, beach and park areas, recreation buildings, grounds and facilities; and provides administrative and technical assistance to the Parks and Recreation Commission.

GENERAL DUTIES:

Plans and organizes work according to seasonal schedule. Confers with Parks and Recreation Commission to establish general policies and to review programs. Establishes priorities as determined by need. Administers and supervises programs through professional, secretarial, seasonal and volunteer staff in the functional areas of recreation programming and design, cultural activities, parks and facilities maintenance, and general administration. Evaluates citizen's interests and needs in community recreational opportunities. Prepares near term and long range program planning for action by the Parks and Recreation Commission. Develops, coordinates, and implements a variety of community recreational, social, and cultural programs. Supervises program schedules, tournaments, and special events. Develops maintenance schedule for fields, recreation and building facilities. Coordinates maintenance activities with public works, school personnel and private contractors. Supervises cultural, education health information, and related programs for participants. Seeks out citizen reaction to programs and activities. Reviews and evaluates performances of recreational programs and recommends changes as needed. Supervises the employment and performance evaluation of regular and seasonal employees. Oversees the preparation of brochures, news releases, and other public relations materials. Coordinates activities with town departments, and private recreational, civic, social, and cultural organizations. Speaks on department matters to local civic and cultural organizations. Supervises the collection and accounting of various fees and charges. Supervises the preparation and administration of the department's operating budget and capital improvements budget. Prepares regular narrative and statistical reports for the Parks and Recreation Commission.

ADDITIONAL DUTIES:

Plans agenda and meeting materials for the Parks and Recreation Commission. Responds to inquiries from the public regarding department activities. Researches and prepares grant applications for parks, recreation, and related requests to the state and federal governments for intergovernmental assistance. Develops specifications for equipment, materials, and supplies. Assures training and development programs for regular and seasonal employees. Partici-

pates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation, and administration. Must be knowledgeable in preparation of bids.

SUPERVISED BY:

Receives policy direction from the Parks and Recreation Commission. Immediate supervisor is the Chairperson of the Parks and Recreation Commission.

SUPERVISION EXERCISED:

Provides general supervision to an Assistant Director and Administrative staff, and specific and continuing supervision to seasonal and volunteer staff members.

QUALIFICATIONS PROFILE:

The skills and knowledge required would generally be acquired with a Bachelor's degree in Recreation and Park Administration, Public Administration or a closely related field, and four years of increasingly responsible experience in Park and Recreation Administration, including three years of management experience; or in lieu thereof, an equivalent combination of education and experience of eight years, including advanced education in recreation administration. Ability to prepare and maintain an operating budget for a multi-faceted program. Ability to develop a capital improvement budget for recreation and parks maintenance projects. Administrative and executive ability to initiate, organize and follow through on comprehensive parks and recreational programs and projects. Ability to deal effectively with appointed and elected officials, members of the general public, and the media. Ability to prepare administrative reports in a clear, logical manner. Ability to present ideas and policies to individuals and groups. Ability to supervise. The ability to use computer word processor, data base, spread sheet, and sports scheduling programs.

PHYSICAL REQUIREMENT: Physical abilities should include but not be limited to the following, lifting, twisting, bending, standing, walking, sitting, the ability to travel up and down stairs, the ability to lift heavy objects (cases) off or onto trucks. The physical ability to layout athletic facilities, the physical ability to use all power and hand equipment pertaining to athletic facilities, parks, beaches and storage room.

SPECIAL REQUIREMENTS:

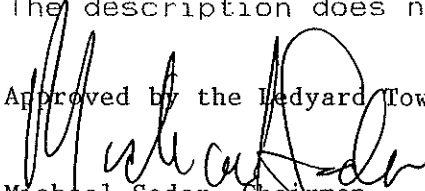
Connecticut motor vehicles operator's license. The ability to drive a standard vehicle.

The ability to work long hours in extreme heat or cold. The flexibility to be on call 24 hours a day and 7 days a week.

Note: Basic First Aid must be obtained within the first six months of employment.

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Approved by the Hedyard Town Council on March 23, 1994


Michael Soder, Chairman

AMERICAN'S DISABILITY ACT ADDENDUM
TO JOB DESCRIPTION PERFORMANCE QUALIFICATIONS

Addendum to Job Description: Parks & Recreation Dir.

This position requires certain physical demands which include good physical and mental health and the ability to perform the following physical tasks:

<u>Physical Task</u>	<u>Time Required Per Day*</u>	<u>Continuous Intermittent</u>
Standing	<u>123</u> ✓	<u>C</u>
Sitting	<u>123</u> ✓	<u>C</u>
Walking	<u>123</u> ✓	<u>C</u>
Climbing	<u>10</u> ✓	<u>C</u>
Work at Heights	<u>1</u> ✓	<u>I</u> once or twice P/M
Bending	<u>20</u> ✓	<u>I</u>
Crouching/Stooping	<u>20</u> ✓	<u>I</u>
Pushing/Pulling	<u>20</u> ✓	<u>I</u>
Twisting	<u>20</u> ✓	<u>I</u>
Reaching	<u>20</u> ✓	<u>I</u>
Lifting/Lowering		
Weights: 1 - 15 lbs	<u>10</u>	<u>I</u>
16 - 30 lbs	<u>10</u>	<u>I</u>
31 - 50 lbs	<u>10</u>	<u>I</u>
over 51 lbs	<u>10</u>	<u>I</u>
Ranges:		
Floor to knuckle	<u>10</u>	<u>---</u>
Knuckle to Shoulder	<u>10</u>	<u>---</u>
Shoulder and Above	<u>10</u>	<u>---</u>
Repetitive Motion		
Hand-Wrist	<u>240</u>	<u>C</u>
Elbow-Shoulder	<u>240</u>	<u>C</u>
Total Minutes per Work Day	<u>480</u>	



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 22-090

Agenda Date: 5/10/2023

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any other New Business proper to come before the Committee.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)