

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:

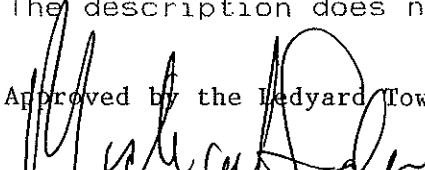
Connecticut motor vehicles operator's license. The ability to drive a standard vehicle.

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>	