



## Legislation Text

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File #: 22-679, Version: 2

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### 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:**

**Town Council Meeting 05/24/2023**

File #: [22679](#) Version: 2

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 9, 2023

Mover: Ingalls      Secunder: Irwin

Action: Approved and so Declared

**Minute Note:**

Moved by Councilor Ingalls, seconded by Councilor Irwin

Discussion: Councilor Ingalls provided some background explaining that Mr. Scott Johnson, Jr., has been serving in this combined role since the Parks & Recreation Department moved from Blonders Boulevard to the Senior Citizen Center on Van Tassel Drive in 2020. She also noted that the new name of the combined Commissions was "*Parks, Recreation and Senior Citizens Commission*" as reflected in the job description. She stated the job description was last updated in 1984; and therefore, this was a complete and comprehensive update.

VOTE: 7 - 0 Approved and so declared

Action: Approved and so Declared

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**Administration Committee Meeting 05/10/2023**

File #: [22679](#) Version: 2

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 9, 2023

Mover: Irwin                      Seconder: McGrattan

Action: Recommend to Approve

**Minute Note:**

Moved by Councilor Irwin, seconded by Councilor McGrattan

Discussion: Councilor Ingalls provided some background explaining that Mr. Scott Johnson, Jr., has been serving in this combined role since the Parks & Recreation Department moved from Blonders Boulevard to the Senior Citizen Center on Van Tassel Drive in 2020.

Councilor Ingalls went on to explain at their December 14, 2022 meeting the Administration Committee reviewed the proposed Job Description to combine the responsibilities and duties of the Parks & Recreation Director with the Senior Citizens Director. However, she stated because the Town Council was in the process of updating Ordinance #100-016 (rev 1) "*An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*" the Committee withdrew the proposed Job Description until the proposed Ordinance update work was completed.

Councilor Ingalls stated at their April 26, 2023 meeting the Town Council adopted the proposed updates to Ordinance #100-016 (rev 1 *An Ordinance Combining Parks And Recreation Commission and Senior Citizens Commission for the Town of Ledyard*". Therefore, she stated some additional work was done to ensure the draft Job Description accurately reflected the work that Mr. Johnson, Jr., and was currently doing and was also in-keeping with Ordinance #100-016 (rev 1). She stated that updating the Job Description was the final step to complete the process to combine the Parks & Recreation Department with the Senior Citizens. She noted that Mr. Johnson was present this evening and she invited him to provide some additional background.

Parks, Recreation and Senior Citizens Director Scott Johnson, Jr., stated the proposed Job Description was basically a total rewrite to combine the responsibilities of both positions. He stated approving the proposed Job Description would be the final step in the restructuring of the staff in the Senior Citizens Center and the Parks & Recreation Office. He stated functioning as one Department would streamline daily operations by eliminating the need to open two purchase orders for routine office supplies such as toner, the as well as the processing of two invoices for services like the printers, utilities, and other work providing more efficiencies in their office operations.

VOTE:                      3 - 0 Approved and so declared

Action: Recommend to Approve

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**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