

GRADE 11 – ASSISTANT DIRECTOR – PARKS & RECREATION

Title: Assistant Director

Grade: 11 40 Hours

Department: Parks & Recreation

FY24 Wage: \$32.42-\$35.88

Date: April 26, 2024

Steps: 1-5

JOB DESCRIPTION: (*Note:* Said description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.) Develops, coordinates and supervises community recreational, social, and cultural programs and special events; assists the Director of Parks & Recreation in the planning and administration of department programs and activities.

SUPERVISION RECEIVED: Director of Parks & Recreation

SUPERVISION EXERCISED: programs & facility assistant, building maintenance, park maintenance, administrative clerk, recreational staff, contractors, assistants, volunteers, seasonal staff.

PRIMARY DUTIES: Receives oral or written direction from the Director of Parks and Recreation. Plans, organizes, and implements work according to a planned schedule. Independently establishes priorities in regular duties. Assists the Director in preparing annual budget recommendations programs. Manages budgeted accounts for assigned programs. Makes recommendations for fee schedules and projects revenue for budget-making. Coordinates, implements and provides comprehensive year-round, seasonal and special event programs. Assists in the recruitment, training and evaluation of recreational assistants, volunteers, seasonal staff and recommends promotion or disciplinary action. Reviews and evaluates recreational programs and facilities. Recommends sites for recreational programs. Prepares studies and makes reports on near term and future programs and activities. Prepares statistical and narrative reports of some complexity. Develops schedules, plans tournaments and special events and prepares public relations information. Coordinates availability of athletic fields and facilities for league use. Monitors recreation programs to assure proper operation, safety and supervision. Prepares specifications for materials, equipment and supplies. Coordinates activities with public and private cultural and recreational organizations. Develops interest in recreation. Cultural and social programs by speaking to individuals and groups. Orders, materials, supplies, and equipment as needed. Department appointee to Old Saybrook Youth and Family Services Commission. Assumes responsibility for recreation programs in the absence of the Director.

KNOWLEDGE, SKILLS, AND ABILITIES and QUALIFICATIONS: A Bachelor's Degree in recreation, physical education, or closely related field. Three years of increasingly responsible experience in municipal or group recreation or closely related field, including a supervisory role. Knowledge and skill in executing the principals and practices of municipal recreation and its administration, including planning, organizing, budgeting and program evaluation. Ability to assess community recreational needs and to initiate, organize, and follow through on recreation programs and projects. Ability to deal effectively with employees, different age groups, and the media. Ability to supervise, train and evaluate employees and volunteers. Ability to use computer systems. Ability to present ideas and programs to individuals and groups. Ability to make clear, concise oral and

written reports. Ability to record and collect revenues and registration. Ability to work with maintenance staff on field design and facility needs.

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:

Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary.

SALARY/HOURS: This is a 40 hour per week, full-time position (with varied hours, including evenings and weekends.) It is a Wage Grade 11, hourly position under the collective bargaining agreement between the Town of Old Saybrook and Local 1303-278 of council #4 (AFSCME).

LICENSES OR CERTIFICATES: State of CT Motor Vehicle License; CPRP, CYSA, NYSCA Certification desirable.

Hiring is conditional upon successful completion of physical and background check.

If interested, please complete the Town's employment application and submit with your resume to: Carl Fortuna, First Selectman, 302 Main Street, Old Saybrook, CT 06475 or email to: leeann.palladino@oldsaybrookct.gov.