

DIRECTOR OF PARKS AND RECREATION

DISTINGUISHING FEATURES OF THE CLASS: This is difficult administrative and supervisory work involving responsibility for planning and directing a full-time, year-round recreation program and the development and maintenance of extensive recreation and park facilities. General direction is received from the Town Supervisor. Supervision is exercised over a substantial number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the conduct of a recreation program;
Selects and trains recreation staff and maintenance personnel;
Prepares, presents and directs the execution of the budget;
Informs the public of the recreation program by working with and speaking to various groups, attending meetings, and preparing and distributing publicity material;
Plans and coordinates the overall park-physical development and maintenance;
Conducts research projects, keeps records and makes periodic reports;
Interviews and hires subordinate recreation employees for various components of the program;
May supervise the maintenance of recreation and park facilities on a year-round basis including care of shrubs, lawns, picnic areas and fireplaces, golfing facilities, tennis courts, athletic fields and swimming pools;
May assist in completing specifications for materials used in the operation of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of recreation administration, theory and practices; good knowledge of park management and development; good knowledge of planning, acquiring and equipping recreation facilities and areas; working knowledge of public administration; ability to administer a large recreation program; ability to promote, plan and organize recreation activities; ability to work with groups of people of all ages; ability to speak before a group; ability to write clearly and concisely.

MINIMUM QUALIFICATIONS:

A Bachelor's degree or higher in Recreation, Recreation Administration or related field and five (5) years of administrative or managerial experience in the conduct of recreation activities, one (1) year of which must have included a responsibility for the maintenance of grounds and facilities.