

City of Claremont, New Hampshire

Position Description

Position Titled:	Director of Parks & Recreation	Union/Merit:	Merit
Reports to:	City Manager	Grade Level-Points:	11 - 754
Department:	Parks & Recreation	Revised/Updated:	04/10/05
FLSA Status:	Exempt		

Job Summary

The incumbent performs administrative and managerial functions associated with overseeing activities and operations of the Parks & Recreation Department. Duties and responsibilities include supervising assigned employees, developing and administering municipal recreation programs; directing overall operations of the Parks & Recreation Department including over 620 acres of municipal parks and forests and outdoor facilities such as playing fields, courts, pools and the indoor community center facility; planning and supervising construction and maintenance of all types of parks and recreation facilities, grounds, buildings and equipment; and performing administrative activities to include maintaining records, payroll and operating budgets for the Parks Department and Community Center.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works under the broad supervision of the City Manager who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy review questions or to brief him or her on progress regarding various projects or programs.
2. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the City Manager; schedules and monitors workload of staff to insure timely completion of assigned projects.
3. Plans and implements department goals, objectives, and strategies, based upon the needs of the City as expressed by the City Manager goals and policies.
4. Consults with the City Manager on all policy matters; keeps Manager informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.
5. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for each department.
6. Exercises general supervision directly, over all employees in the department, handling employee concerns, assigning work, counseling and recommending disciplinary and other personnel actions.

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7. Directs the acquisition, planning, design/construction and maintenance of recreation equipment, recreation facilities and park buildings, facilities and grounds.
8. Plans, and directs the renovation and/or construction of capital improvement projects; obtains bids; coordinates departmental work among applicable government departments and/or agencies, outside services and contractors, consulting architects and engineers, utilities, legal entities, city boards, and others as appropriate.
9. Develops, promotes and organizes a variety of recreational programs; works with local organizations to determine recreational interests and needs; oversees scheduling of indoor and outdoor athletic facilities with community recreation groups and schools; maintains schedules and records the use of City parks and recreation facilities.
10. Establishes and recommends fees for recreation programs and facilities where applicable.
11. Directs departmental public relations, marketing and promotions; communicates and publicizes availability of facilities and recreation programs.
12. Formulates policies and procedures; seeks approval as appropriate; interprets and administers policies, rules and regulations; monitors adherence to licensure requirements where applicable.
13. Prepares annual budget and administers approved budget; prepares and implements capital improvements budget for the Parks & Recreation Department.
14. Maintains inventory of departmental materials, equipment and supplies; initiates orders for new or replacement materials.
15. Keeps abreast of new trends and advances in the profession; maintains professional affiliations; reads professional literature; attends conferences, conventions, workshops and training sessions as appropriate.
16. Performs other related duties as assigned.

Peripheral Duties

Attend council meetings as requested.

Perform the duties of subordinate personnel as needed.

Analyze and recommend improvements to equipment and facilities, as needed.

Participate in various committees.

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Desired Minimum Qualifications

Education and Experience:

Bachelors Degree in Parks & Recreation Administration, Public Administration *or* related field is required, Masters Degree preferred with seven (7) years of parks and recreation management experience with at least three (3) years of supervisory experience, preferably within a local government; *or* any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must possess a current national certification through NRPA as a CPRP (Certified Parks & Recreation Professional)

Must maintain any required approvals and designations as required.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Administrative policies and procedures related to the administration of the Department.
- The principles and practices of accounting and budgeting.
- The principles and practices of management, administration and supervision.
- Building and codes practices.
- Computer usage and applications.
- Word processors or computers.
- Techniques of effective time management.
- The facilities and equipment needed in a broad parks and recreational program including tools, equipment and material used in recreation and park activities.
- Human behavior, as applied to varied groups participating in recreational activities.
- A diversified recreation program including program in arts, crafts, dramatics, music, fitness, sports and athletics.
- The laws and regulations concerning recreation and day care programs.
- Thorough knowledge of the principles and techniques of planning, promoting and organizing a wide variety of recreational programs. Includes knowledge of recreational and cultural activities suitable for children, youths, adults and senior citizens.
- Thorough knowledge in the complete operations and management of community center and park department operations.
- Thorough knowledge of First Aid methods and necessary safety precautions required in recreation and park work.

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- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Plan, organize, and evaluate the work activities of department personnel.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Speak effectively before public groups and respond to questions.
- Operate with multiple deadlines and competing demands.
- Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.
- Interpret a variety of technical instructions with abstract and/or concrete variables.
- Act as a community expert related to recreation issues that affect the health and well being of the community.
- Lead and instruct others in activities.
- Schedule and coordinate simultaneous activities and events for the community.
- Adapt programs to meet the wants and needs of the community.
- Work and direct people of all ages individually and in groups.
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Supervising and directing the work of others.
- Making oral presentations before groups of people.
- Preparing and monitoring budgets.
- Planning and conducting special projects.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

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- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.
- Skill in the use of the tools and equipment listed below.

Supervision Received

Incumbent works under the broad policy guidance and direction of the City Manager performing all tasks relating to department administration and programs. Position requires incumbent to operate with much independence and exercises a great deal of judgment. Work is reviewed through management meetings with the City Manager, monthly reports and citizen participation and approval of department activities and development. The Director also works closely with and is advised by two (2) boards consisting of the Goodwin Community Center Commission and the Parks & Recreation Advisory Board.

Supervision Exercised

Incumbent exercises working supervision over (6) full time personnel and thirty (30) seasonal part time maintenance personnel, instructors and programmers over the course of the year. Incumbent exercises working supervision over sixty (60) plus volunteers over the course of the year.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must possess a current national certification through NRPA as a CPRP (Certified Parks & Recreation Professional)

Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

General office equipment including Microsoft Office software, accounting software, Incumbent must be physically able to operate a variety of automated machines and various types of machinery which includes a motor vehicle, personal computer, telephone, typewriter, calculator, copy machine, and fax machine etc. as well as tools such as drafting instruments, hand tools, small power tools and large machinery such as lawn mowers, tractors, snowplows, loaders, turf grooming equipment etc. and various types of software including Microsoft Office, accounting software, recreational software and publishing software.

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Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement, carpeted floors, sport field and court surfaces and various types of turf grounds.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/insert, computer mouse.

Typical Work Environment: Inside: 75% Outside: 25%

Summary of Occupational Exposures: The incumbent may be occasionally exposed to copier, fax and printer inks and fluids as well as exposure to sunlight, insects, domestic and wild animals and all New England weather conditions.

The incumbent's working conditions are typically quiet to moderately loud. However, due to the nature of work performed, conditions can vary dramatically based on the type of program or activity organized and implemented.

Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Frequently required
<u>LIFT 26 to 50 lbs.:</u>	Occasionally required
<u>LIFT over 50 lbs.:</u>	Rarely
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<u>CARRY up to 10 lbs.:</u>	Frequently required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Occasionally required
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<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Occasionally required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required

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REACH below shoulder height: Occasionally required Fingering: Frequently required

PUSH/PULL: Occasionally required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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