

Duties:

The essential functions or duties listed are intended as illustrations of various types of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the general direction of the Town Manager serves as the Town Manager's liaison to the Park and Recreation Commission, administer a comprehensive recreation program for the Town of Needham, including management of over 400 acres of land, playgrounds, athletic fields, selected school fields, a waterfront, including an outdoor pool, sailing area and a bath house, various passive parks and squares, a camp area, and all recreational programs; and schedule all properties including those under the jurisdiction of the Board of Selectmen.

Plan, organize and direct all Park and Recreation programs, services and facilities; develop organizational structures for all seasonal staff and volunteers; and recruit, interview, select, hire, train, promote, transfer and recommend separation, salary and other personnel actions.

Develop and oversee the department's capital and operating budgets; direct the expenditure of same; recommend and oversee collection and accounting of user fees; maintain all reports and records including the recording of gifts, municipal, state, trust, federal, and revolving funds for programs and services; and work with the Finance Director and Town Counsel on insurance/liability issues.

Direct and arrange with the Superintendents of Parks, Highways, Water & Sewer, and Engineering the maintenance and operation of parks and recreational facilities and equipment; coordinate long and short-term planning with the Director of Public Works and Superintendents; evaluate green space needs and the impact of growth on properties; and recommend measures to ensure the protection of the park system; maintain current knowledge and ensure department compliance with relevant state and federal laws and regulations.

Assist in defining the philosophy, goals and customer service focus of the Park and Recreation Commission to the public; utilize visual, oral and all forms of written communication to market and promote utilization of facilities, programs and services to public and private organizations, groups and individuals; and elevate awareness of leisure activities and physical fitness through public speaking to organizations, groups, schools, colleges and individuals.

Encourage and maintain cooperative planning and working relationships with local community agencies, state and federal governments, industrial corporations, private businesses, state, regional and national agencies, clergy, media, tradesmen and municipal departments; organize, supervise direct and establish individual, group or organizational recreational councils and committees; attend twice monthly commission meetings; and prepare agendas, communicate financial, facility and program status, and record minutes.

Assess the performance of the Park and Recreation Department in relation to established goals and changing needs of the community; evaluate the performance of department personnel; recommend new approaches, policies, procedures and long-range plans for improvement of efficiency and effectiveness of the Park and Recreation Department facilities and services; and implement policies

and procedures.

Enhance public awareness and public relations by identifying and attaining funds through businesses, community organizations, corporations, and individuals; identify fund sources; research and write grant applications; and administer and report on grant services.

Consult with local schools, PTA's and other groups regarding safety and other features of play apparatus and equipment; participate in professional recreation organizations and seminars to remain current on research, trends, programming, legislative initiatives, marketing and other issues affecting the Park and Recreation profession; and maintain certification through attendance and completion of continuing education programs.

Serve on relevant committees and board as assigned. Perform other duties as required.

Basic Knowledge:

Duties require intensive knowledge of parks, recreation and leisure services and strong communication skills equivalent to four years of college with a degree in parks and recreation, parks administration or leisure administration. Must be a certified pool operator

Experience:

Position requires up to five (5) years of professional park and recreation experience, including three (3) years as a park and recreation director with financial and facility management and supervisory experience. A valid motor vehicle license is required for this position.

Independent Action:

Responsibilities include the establishment of program content, acquisition of materials and equipment, deployment of personnel, development of short and long-term goals, management of operational budget expenditures, marketing, public speaking and implementation of new services referring to the Commission for changes in fee structure, purchase of capital facilities or other non-operational budget items, and clarification, interpretation or exception to Town policy.

Supervisory Responsibility:

Supervise leisure programs and recreational facilities through three full-time administrative staff and seasonal staff of 14-18 FTE's and a corps of volunteers equivalent to 8 FTE's.

Physical and Environmental Standards:

- Normal working environment, not subject to extremes in temperatures, noise, odors etc. when in office; frequent exposure to weather when outside overseeing programs or planning maintenance.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, and supplies for facilities and programs.
- Some travel within the Town to plan, oversee, or provide departmental services.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirement of the job change.

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