

**PARKS AND RECREATION
ASSISTANT DIRECTOR OF PARKS AND RECREATION**

The Town of Ayer is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.

DEFINITION

This position is responsible for assisting in the planning and implementation of parks maintenance and recreational programming, while supporting administration, staff supervision, and public communication.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.

- Coordinates and participates in the daily maintenance of parks, ponds, and recreational facilities, including mowing, landscaping, equipment repair, and trash removal.
- Oversees maintenance employees and assigns daily work tasks.
- Assists in planning and supporting recreation programs and special events.
- Maintains and tracks department budgets, invoices, and purchasing records.
- Develops public outreach materials and manages department communications.
- Supports the Director with capital planning and program development.
- Responds to public inquiries and supports community engagement efforts.
- Performs other related job duties as required.

SUPERVISION RECEIVED

The employee plans and prioritizes the work independently in accordance with standard practices and previous training and is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

SUPERVISION EXERCISED

The employee leads others and participates in accomplishing similar work; may train co-workers; reports to the supervisor on disciplinary issues, performance, and training needs of employees; and resolves simple matters, referring others to the supervisor.

JUDGMENT AND COMPLEXITY

The work is governed by numerous standardized practices, procedures, or general instructions; some cases require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Contacts are primarily with co-workers, vendors, and the public. Interactions involve frequent tactful explanation, discussion, or interpretation of practices, procedures, regulations, or guidelines to render service, plan or coordinate work efforts, resolve operating problems, or assist dissatisfied customers.

ASSISTANT DIRECTOR OF PARKS AND RECREATION

CONFIDENTIALITY

The employee has regular access to confidential records and information at the department level requiring discretion in interactions, attention to detail in handling information and records, and responsibility for following security protocols.

MINIMUM QUALIFICATIONS

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- Bachelor's Degree preferred, preferably in a recreational or business management field; plus 1 to 3 years of parks, recreation, and landscape maintenance experience.
- Driver's License.
- CPR and First Aid certification must be pursued after hire.
- Ability to acquire lifeguard certification within six months of hire.

BENEFICIAL QUALIFICATIONS

- Hoisting License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of recreational programming, park and facility operations, field maintenance, and equipment care.
- Effective communication, time management, problem-solving, coordination, equipment operation, administrative, and personal computer skills.
- Ability to perform physical labor in outdoor environments; operate landscaping tools and light equipment; supervise employees and seasonal staff; manage records and schedules; and engage courteously with the public.

PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS

The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Experiences prolonged periods of exposure to challenging environmental conditions such as uneven terrain; cramped spaces; heights; hot or cold temperature and weather extremes; high concentrations of dust, dirt, grease, fumes, smoke, or intense odors; and loud noises, where continued attention must be given to safety protocols; during emergency situations, work may be performed under considerable pressure.
- Uses moderate physical strength and effort daily, such as moving, lifting, carrying, and stacking heavy objects, and pulling, pushing, standing, or walking for extended periods of time.
- Applies eye-hand coordination with finger dexterity and motor coordination to use tools and equipment safely and precisely.
- Routinely reads documents for general understanding and analytical purposes, including handwriting, spreadsheets, and forms; inspects surroundings and fine details to assess conditions of materials and equipment; and reviews detailed information displayed on a computer screen.