

**GENERAL SUMMARY:**

Responsible for the daily operation, management, and administrative functions of the Recreation Department.

**ESSENTIAL FUNCTIONS:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

To include, but not limited to, the following responsibilities all in accordance with the Mayor's direction and subject to the Mayor's review. Works with the advisory Recreation Commission to set forth policies and procedures.

- Administers the city's comprehensive recreational program which involves the public use of facilities at various locations within the town and establishes and maintains an organizational structure to accomplish the department's mission, goals and objectives.
- Manages department staff including full-time, permanent part-time and seasonal employees; develops training protocol; assigns, supervises, trains, evaluates and disciplines staff; recruits volunteers.
- Prepares operational and capital improvement budgets; oversees revolving and enterprise funds, appropriations and expenditures; recommends and oversees collection and accurate accounting of user fees, funds, gifts, and grants; assures sound fiscal control and effective and efficient use of budgeted funds, personnel, materials, facilities and time;
- Prepares grant applications; develops creative revenue sources to supplement department funding.
- Assesses and interprets the leisure, cultural, facility and recreational needs of the community;
- Evaluates programs and makes recommendations to the Commission for their modification, deletion, or continuance. Submits reports to the Mayor and City Comptroller on programs and expenditures.
- Communicates to the proper agency, or assigns available work crews to, all needed site preparation, maintenance, and repair tasks at facilities to be used for Department programs and services. Pursues needed facility development and improvement. Is aware of all site use and addresses all safety concerns.
- Oversees the inventory of renewable and capital supplies, equipment and facilities of the Department. Is responsible for submitting all purchase requisitions, practicing applicable bid and quotation procedures.
- Attends Recreation Commission meetings and provide updates as needed.
- Performs other related job duties as required.

### **SUPERVISION RECEIVED**

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to resolve all conflicts which arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

The director is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

### **JUDGMENT AND COMPLEXITY**

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, regulations, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations.

More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

### **CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in Recreation or related field or equivalent, and 5 to 7 years of related experience or any equivalent combination of education and experience preferred. Valid driver's

license, First Aid Certification, AED Certification and CPR certifications are required. Concussion training and Certified Recreation Professional (CPRP) preferred.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge and understanding of principles of recreation and facility management; equipment, facility, and program requirements; and municipal procurement practices. Working knowledge of related federal, state and local codes, laws, regulations and procedures related to recreation and facility management. Requires knowledge of municipal finances in order to prepare and manage budgets.

Ability: Plan and organize recreation activities, detect and analyze customer needs, design responsive programming, and make effective presentations; develop and regulate risk management plans, contracts, and departmental policies and procedures. Proven ability to manage and direct both people and complex processes and projects; ability to communicate effectively orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skill: Preparing and analyzing budgets, managing projects, communicating both orally and in writing, marketing and promotions, and training and managing staff. Must have organizational skills, time-management skills and computer skills.

## **WORK ENVIRONMENT**

Administrative work is conducted in a typical office environment. Programs may be conducted in a variety of locations, such as gymnasiums, fields, schools and other venues.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Administrative work is performed in an office setting requiring sitting, standing, walking. Program work requires agility and physical strength, such as moving equipment and program materials. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.).

### **Motor Skills**

The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

## **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.

*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 requirements of the job change.*

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.***

## **Miscellaneous Information**

The City of Leominster does not discriminate on the basis of race, age, marital status, color, religion, national origin, gender, sexual orientation, veteran's status or disability.