

TOWN OF WINSLOW, MAINE
Position Description

PARKS AND RECREATION DIRECTOR

DISTINGUISHING FEATURES OF WORK

This is administrative and technical work in directing the activities of the parks and recreation department.

The work of this class involves responsibility for supervising the care and maintenance of parks and parkways and the direction of civic recreational facilities. As chief administrative officer of this department, employee is responsible for planning and supervising the development of additional department facilities and activities, administrative supervision of the recreation program, the supervision of departmental budget, and the keeping of records of departmental activities and the making of reports. Although his decisions must conform with the basic policies of the Town Council and are reviewed by the Town Manager, the employee is required to exercise a good deal of independent judgment in administering the expenditure of funds and directing the work of a number of employees according to the proper methods of parks and recreation administration.

EXAMPLES OF WORK (Illustrative only)

- ◆ Plans and organizes the work of the park department including the maintenance of existing sites and the development of new projects.
- ◆ Plans and supervises long-term development of a wide variety of recreation activities.
- ◆ Instructs subordinates on policy matters and in the method and procedures, which are to be followed in carrying out the various activities; confers with the departmental staff, and instructs them in their work.
- ◆ Speaks before civic and community agencies relative to public parks and recreation plans and program.
- ◆ Prepares departmental budget estimates and plans expenditures under the budget.
- ◆ Performs related work as required.
- ◆ Establishes policies and administrative procedures for the department (records, reports, rating, fees/charges, permits).
- ◆ Conducts studies of local conditions/needs to check the effectiveness of the department's services and to develop long-range plans.

- ◆ Assists in planning the acquisition design construction and alteration of recreation facilities.
- ◆ Establishes/maintains cooperative planning/working relationships with school departments as well as other municipal departments and private agencies or organizations.
- ◆ Selects employees and assigns all personnel.
- ◆ Promotes/conducts in-service and other professional training programs.
- ◆ Keeps informed as to trends/developments in the recreation field, within the state and nationally and interprets these to town.
- ◆ Evaluates all staff, programs and facilities.
- ◆ Seeks, applies for and obtains state, federal and private sources to augment the local operating parks and recreation budget.
- ◆ Coordinates/administers activities and budget of town's Senior Citizen Association.
- ◆ Schedules and plans usage of the Town's athletic fields and facilities.

REQUIREMENTS OF WORK

- ◆ Extensive knowledge of the principles and practices of public parks and recreation administration.
- ◆ Extensive knowledge and ability to apply the principles and practices of organization, management, and personnel and financial administration in the operation of a municipal department.
- ◆ Extensive knowledge of the city charter, ordinances, and laws as related to parks and recreation administration.
- ◆ Thorough knowledge of the principles and practices of public recreation administration together with the understanding of the objectives of recreation.
- ◆ Some knowledge of the legal problems that are involved in the acquisition of land by a public body.
- ◆ Knowledge and experience in the design and operation of assorted recreation programs (active, passive, social, cultural, physical).
- ◆ Executive ability as required in departmental administration.
- ◆ Ability to deal tactfully and effectively and to establish and maintain satisfactory relations with public officials, private citizens and employee.

DESIRABLE TRAINING AND EXPERIENCE

Extensive experience in parks and recreation work including considerable experience at a supervisory level; and graduation from a four-year college or university with specialization in a field relating to parks or recreation work; or any equivalent combination of experience and training.

Specific experience in program concepts and operation, maintenance techniques, facility uses and upkeep, and grant application and funding processes.