

## **TOWN OF TRUMBULL**

### **DIRECTOR OF PARKS AND RECREATION**

Plans, organizes and directs comprehensive group recreational, social and cultural programs, and coordinates the care and maintenance of parks, and recreational facilities.

#### **GENERAL STATEMENT OF DUTIES:**

1. Develops, coordinates and implements a variety of community recreational, social and cultural programs.
2. Oversees maintenance schedule for parks and recreational facilities, including the Town's municipal public golf course.
3. Administers and supervises programs in the functional areas of Parks and Recreation.
4. Supervises the employment and performance evaluation of regular and seasonal employees.
5. Oversees program schedules, tournaments and special events.
6. Reviews and evaluates recreational programs and facilities.
7. Develops near-term and long-range planning for programs.
8. Oversees the preparation of brochures, news releases and other public relations materials.
9. Coordinates activities with Town Departments and private recreational, civic, social and cultural organizations.
10. Oversees the collection and accounting of various fees and charges. Also required to develop revenue schedule included within the operating budget that is itemized by cost center, program and number of participants.
11. Supervises the preparation and administration of the department's operating budget and capital improvements budget.
12. Prepares regular narrative and statistical reports for the First Selectman, Board of Finance and Town Council upon request.
13. Administers collective bargaining agreement and personnel policies for department employees.
14. Oversees park and recreational grant requests to the State and Federal Governments for intergovernmental assistance.
15. Oversees specifications for equipment, materials and supplies.
16. Plans work according to seasonal schedule.
17. Confers with Parks and Recreation Commission to establish general policies and to review programs. Establishes priorities as determined by need.
18. Speaks on department matters to local civic and cultural organizations.
19. Assures training and development programs for regular and seasonal employees.
20. Participates in professional recreational organizations to maintain awareness of developments in the field of parks, recreation and building administration.
21. Performs related work as assigned.

#### **SUPERVISION RECEIVED:**

Works under the direction of the First Selectman

#### **SUPERVISION EXERCISED:**

All recreation and parks personnel in the Town of Trumbull, including the Town's municipal public golf course.

**MINIMUM QUALIFICATIONS:**

1. Ability to prepare and maintain an operating budget for a multi-faceted program.
2. Ability to develop a capital improvement budget for park, recreation and building projects.
3. Administrative and executive ability to initiate, organize and follow through on comprehensive recreational and park programs and projects.
4. Ability to acquire a working knowledge of the principles and practices of administering a municipal building maintenance program.
5. Ability to deal effectively with elected officials, members of the general public, civic groups and the media.
6. Ability to prepare administrative reports in a clear, logical manner.
7. Ability to present ideas and policies to individuals and groups.
8. Ability to supervise

**EXPERIENCE AND TRAINING:**

BA in Recreation or Public Administration, or a related field with at least five years of experience as Parks and Recreation Director. Must have a motor vehicle driver's license.