

## JOB DESCRIPTION

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

**\$38,000– \$46,000**  
**Annually**

**DEPARTMENT:**           **PARKS & RECREATION**

**ELSA STATUS:**   **EXEMPT**

**POSITION STATUS:** **REGULAR, FULL-TIME**

**REPORTS TO:**   **TOWN MANAGER**

#### **DEFINITION**

The Director of Parks and Recreation will be responsible to establish a professionally run recreational program that improves the quality, efficacy, and quantity of recreational opportunities for the Town of Castleton that will serve residents of all ages. Provides leadership, direction, and general administration oversight to Parks and Recreation Department, maintenance and operation of the Town's recreation system grounds and structures, preservation of open spaces and scenic environments and the provision of leisure activities and serves to citizens of all ages. Work involves significant community engagement and public involvement with elected officials, other policy makers, and citizens. Serves as a member of the Town's senior management team, collaborates with the Executive and other Town departments on strategy and policy to ensure that the Town's mission and core values are incorporated into operational activities and services.

Candidates need to be highly motivated, a self-starter, detailed oriented, and possess strong organizational and communication skills. Bachelor of Arts degree in a recreation field, preferred, but candidates with comparable skills and experience are encouraged to apply. Full-time (exempt) - Salaried Position. Salary to be determined on experience and skills.

#### **SUPERVISORY RELATIONSHIPS:**

Reports to the Town Manager. Works independently with general guidance from the Town Manager or designee. Supervises volunteer staff. Works under Town policies, procedures, and various State and federal regulations.

#### **ESSENTIAL JOB FUNCTIONS**

1. **General Management:** Plans, organizes, directs, controls, and evaluates the work of the Parks and Recreation Department. Responsible for the management of the day-to-day activities of the Department, including budget, capital projects, on-going maintenance, recreation, facility maintenance, stewardship and development of assets, personnel, and customer service activities.
2. **Strategic Planning:** Works with management, advisory boards, elected officials and other agencies to develop master plans and long-range plans for the acquisition, development and maintenance of Town parks and recreational facilities. Facilitates and promotes ongoing research into new approaches and trends and recommends implementation of programs to assist elected officials and their community plan for the future.
3. **Policy Development:** Develops, recommends, and oversees the administration of Parks and Recreation Department policies and guidelines. Maintains currency of policies and practices within the organizational needs of the Town as well as with applicable federal and State laws.



## JOB DESCRIPTION - DIRECTOR OF PARKS AND RECREATION

4. Personnel Management: Develops and maintains a volunteer workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork. Establishes and maintains an environment conducive to positive morale, quality services, and innovation. Provides for the training in, promotion of, and accountability for safe work practices and working conditions for volunteers and paid contracted personnel (e.g., coaches and referees). Ensures compliance with Town-wide and Department policies and state and federal laws and regulations.

5. Program Development and Project Management: Oversees all Parks and Recreation programs and projects for the Town. Coordinates programs and activities of the Department with other Town departments, local and regional agencies, and citizen groups to ensure that programs and Parks activities are in place to meet the needs of all segments of the community. Participates directly in the planning and development of significant projects such as those involving multiple jurisdictions and long-term implementation and ensures these are consistent with the Town's goals and objectives. Facilitates and promotes ongoing research into new approaches, technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.

6. Fiscal and Business Management: Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department including management of grants and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, manpower, materials, facilities, and time.

7. Citizen Involvement and Communications: Directs planning and presentation of public involvement programs for neighborhoods, businesses, and other community groups. Coordinates work plans and volunteer staff assignments to facilitate efficient and meaningful public involvement and policy direction. Provides for Town-wide citizen communication programs to disseminate information on Parks and Recreation projects and processes and conservation of assets.

8. Senior Management Team: Provides information and advice to the Town Manager and Select Board on strategic planning and accomplishment of Town recreation goals and objectives. Participates in Town-wide strategic planning. Coordinates the Department's activities with those of other Town departments and offices to ensure a consistent approach towards common projects and interests and the cost-effective delivery of services.

9. Environmental Stewardship: Under policy direction from the Town Manager and Select Board, responsible for the protection of the Town's recreational park lands and facilities. Promotes and develops effective facilities and systems to maximize the public's enjoyment and use of park lands in harmony with environmental protection and stewardship. Works under applicable federal and State regulation and protection measures for protection of natural resources such as streams and forestland. Represents the Town before regulatory agencies which interface with the work of the Department.

### **ADDITIONAL WORK PERFORMED:**

1. Other duties as assigned by the Town Manager.

## JOB DESCRIPTION - DIRECTOR OF PARKS AND RECREATION

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### **PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, AND ABILITIES):**

#### **Knowledge of:**

- Principles and practice of general business management and of municipal parks and recreation administration processes and management.
- Parks and Recreation Department work and operations, stewardship and maintenance of park lands, facilities, and community infrastructure
- Municipal legislative processes, fiscal and budget management processes, and applicable administrative policies and procedures.
- Current departmental and related Town issues and stakeholders (both internal and external), including other governmental legislative and agency processes, neighborhoods, and institutions.
- Applicable federal, State, and local laws and regulations, including development regulations, affecting the work of the Department.

#### **Skill in:**

- Excellent interpersonal skills for establishing and maintaining effective working relationships with volunteer staff, other departments, elected officials, outside agencies, the media, and the public.
- Highly effective team building, and leadership skills including consensus-building to resolve conflicts, negotiate agreements and gain cooperation among competing interest groups.
- Strong business and fiscal management skills

#### **Ability to:**

- Conduct self at all times in an ethical, professional and respectful manner.
- Establish and maintain cooperative and effective working relationships with citizens and stakeholders, both internal and external.
- Quickly grasp and manage complex and technical issues in a fast-paced environment and in a context of inter-related issues, systems, projects, and strategies.
- Interpret, explain, and apply complex guidelines, codes, regulations, policies and procedures.
- Articulate the Department's goals and work in an understandable and appropriate manner for a particular audience or individual.
- Develop and maintain effective organizational structure, financial control, and management information systems for the Parks and Recreation function.
- Identify the Department's future direction in response to changing community needs, and to develop, implement, and monitor appropriate plans, schedules, and action steps.
- Work independently under general policy and strategic guidance.
- Physically perform the essential functions of the position, including: – correctable visual acuity to read a computer screen and a typeset page.
- Fine finger dexterity to manipulate computer keyboard and mouse; and
- Ability to talk and hear sufficiently to communicate with city officials, employees, and the public.



## JOB DESCRIPTION - DIRECTOR OF PARKS AND RECREATION

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### **Experience, Training, and Education requirements:**

Any combination of education, experience, and training that would likely provide the required knowledge, skills, leadership, and abilities necessary for satisfactory job performance is qualifying. A Bachelor's degree in parks and recreation, public administration, program management or a related field is preferred. Three years progressively responsible experience in parks and recreation administration including at least one year in a senior management position is preferred.

Preferred qualifications include a significant record of:

- Responsibility for general fiscal management, grants procurement, capital budget management, and strategic planning.
- Effective work with elected officials, advisory boards, community and environmental groups.
- Within an ethical framework, exhibiting creativity and innovation in programs and processes.
- In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.

### **Physical Requirements and Environmental Conditions:**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. There is frequent need to sit, stand, stoop, walk, lift, carry, climb, and perform other similar actions during the workday. Applicants require sufficient mobility to work in an office and a field setting. Position may require moderate or occasional heavy physical activity. Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions. Incumbents may operate both office and physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds. Incumbents require the ability to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens, contracts, blueprints and other printed documents; and must be able to hear in the normal audio range with or without correction.

May be exposed to highly stressful situations and individuals who are irate or hostile; may be subject to long hours due to attendance at Select Board and Committee meetings and other responsibilities required at this executive level. Flexibility to work evening and weekend hours and occasional overnight travel to conferences and training sessions required.

### **NECESSARY SPECIAL REQUIREMENT:**

- Employment contingent upon passing a Vermont State Adult/Child Abuse records check, criminal conviction and local background check.
- Valid State driver's license and good driving record.

PREPARED BY: Michael A. Jones

REVIEWED BY: \_\_\_\_\_

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06/05/22