

Middletown, CT Job Description

Classification Title	Director of Recreation & Services
Job Code	
Department	Recreation & Community Services
Union Group	Non-Representation Teamsters
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to develop, promote and implement safe, affordable and diverse recreational, social, health education and cultural programs for all ages, abilities and backgrounds. ~~Trains, manages and supervises department employees. plan, direct and manage comprehensive Community based programs for city residents of all ages, The Director of Recreation and Community Services will work to implement recreational, social and cultural programs to improve the quality of life within the City of Middletown. The work is performed under the direction of the Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Plans, directs and manages the operations of the Recreation and Community Services Department. ~~;-e~~Ensures compliance with all health and safety regulations and requirements. Coordinates the implementation of general policies and program review with the various City Commissions.
- Plans, develops, coordinates, implements, evaluates and monitors a variety of community recreational, social and cultural programs. Prepares and oversees youth camps and seasonal swimming facilities. ~~-for both the Recreation Division and the Senior Services Division.~~
- ~~Reviews and evaluates recreational, facilities and grounds with the Director of Public Works.~~Creates and reviews public information and artwork to promote department programs.
- Prepares and administers department budgets. ~~;-e~~Oversees department grant requests to state and federal funding sources. Oversees the collection and accounting of departmental activity fund. Prepares a variety of statistical reports.
- ~~-~~Supervises department staff; provides instruction and training. ~~;-p~~Plans, coordinates, assigns and reviews ~~work;~~ maintains work. ~~Maintains~~ standards and evaluates performance.

Middletown, CT Job Description

Classification Title	Director of Recreation & Services
Job Code	
Department	Recreation & Community Services
Union Group	Non-Representation Teamsters
FLSA Status	
Pay Grade	

- Responds to questions, inquiries, recommendations and complaints from participants, residents and the public.
- ~~Implements policies and procedures to ensure efficient use of employee time and resources. Researches new ideas for leisure activities, education and recreational programs for all ages.~~
- ~~Prepares a variety of statistical and narrative reports for the Mayor, Common Council, City Departments and Commissions.~~
- ~~Manages and schedules programs, projects and uses the Senior Center. In consultation with the Director of Public Works, manages facility maintenance and repairs at the Senior/Community Center.~~
- ~~Provides and oversees public outreach regarding senior issues through various forms of programs and media.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Recreation and Leisure Services and at least six years of experience in Municipal Recreation. ~~, Public Administration, Business Administration or a related field with eight years of progressively responsible recreation, senior services and community services management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Formatted: Space Before: 6 pt

PREFERRED QUALIFICATIONS

At least eight years of experience in Municipal Recreation with one year in a Senior Center. Certified Park and Recreation Professional.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to~~

Middletown, CT Job Description

Classification Title	Director of Recreation & Services
Job Code	
Department	Recreation & Community Services
Union Group	<u>Non-Representation Teamsters</u>
FLSA Status	
Pay Grade	

~~meet unusual conditions within the context of existing theories and management principles. Knowledge of risk management, Red Cross Standards, Americans with Disabilities Act, City ordinances, OSHA and administration of medications~~

- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. ~~Requires the a~~Ability to provide formal instruction in a classroom or other structured setting.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, bid documents, accounts, resolutions, ordinances, reports, agendas, insurance forms, reference manuals, contracts, statutes, procedures and non-routine correspondence.
- Knowledge of recreational, social and cultural programming
- ~~Requires the ability to communicate orally and in writing with the Mayor, Commissions, Common Council, all department employees, other City departments, community groups, and the public. Must possess strong organizational skills~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

Formatted: Line spacing: At least 14 pt, Bulleted + Level: 1 + Aligned at: 0" + Indent at: 0.25"

Formatted: List Paragraph

Middletown, CT Job Description

Classification Title	Director of Recreation & Services
Job Code	
Department	Recreation & Community Services
Union Group	Non-Representation Teamsters
FLSA Status	
Pay Grade	

- ~~Ability to P~~perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- ~~Ability to E~~exercise good judgment and focus on detail as required by the job
- ~~Ability to O~~operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~use (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

Middletown, CT Job Description

Classification Title	Director of Recreation & Services
Job Code	
Department	Recreation & Community Services
Union Group	Non-Representation Teamsters
FLSA Status	
Pay Grade	

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/05/15
Dates revised	