

DRAFT

Job Description Parks and Recreation Department Parks and Recreation Director

General Position Description: Responsible for the planning, development, organization, administration and implementation of year-round community recreation department; its programs, events and activities for all segments of the Littleton population. Responsible for the administration and supervision of recreation buildings and grounds and their maintenance. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Employment Status: Full-time, Non-union

Exempt Status: Administrative Exemption

Accountability: Works under the supervision of the Town Manager with guidance of the Recreation Commission.

Equipment Used: Computer, office phone, cell phone, printer, copy machine, calculator, stapler, motor vehicle, hand tools, music and media equipment, microphone, PA System, exercise equipment, sports equipment, barricades, hoses, cones, fans, glue gun, hole punch, e-z reacher, mop, mop bucket, broom, dust pan and vacuum.

Environment: Inside: 70% Outside: 30% (estimated)

Essential Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position and are indicative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

1. Plans, directs and implements all recreation activities in town, including care and maintenance of all parks, athletic fields, gardens, pools and recreation facilities.
2. Prepare and administer the operating budgets for Parks and Recreation, Grounds and Maintenance, and capital budgets in accordance with appropriate policies.
3. Oversee the operations of Town-owned recreation areas to include: tennis courts, basketball courts, , playgrounds, ball fields, parks, bandstands, lands and recreation facilities.
4. Oversee the maintenance of Town buildings and grounds.
5. Coordinate special events ie; summer concert series, winter carnival, Old Home Week Events, sports leagues and seasonal programs.
6. Lead recreational events and programs.
7. Advise the Parks and Recreation Commission and other Town Officials on trends in safety and important developments in Recreation Management.
8. Coordinate schedule and rentals of the Town Community recreation facilities and parks.
9. Prepare grant applications, administer grant programs and actively seek external funding sources.
10. Plan for the future recreational needs of the community, in terms of the acquisition and development of additional parks and recreation facilities.
11. Plan, promote, organize and supervise comprehensive and diversified community recreation, cultural, athletic, and social program and administer these programs to the best interest of the entire community.
12. Recommend candidates for employment to the Town Manager, recommend appropriate staffing levels, supervise employees and volunteers, and evaluate employee performance.

13. Responsible for department clerical duties, including typing letters, filing, making fliers and signs, answering phone calls and emails, handling correspondence, responding to public inquiries, typing minutes, posting meetings and notices, and other tasks related to departmental operations.
14. Serve as the Town's representative to the Recreation Commission. Provides administrative guidance and support to the Commission, including taking minutes.
15. Maintain records and receipts pertaining to expenses and revenues associated with departmental operations.
16. Write bid specifications.
17. Order and purchase supplies.
18. Post departmental information on Social Media and on the Town Web Site Calendar.
19. Conduct regular evaluations of programs and facilities to improve the quality of activities and to maintain safe recreation environments.
20. Develop policies and procedures for Department employees necessary to efficiently, effectively and safely operate its programs.
21. Perform other duties as specified.

Support: Provides support to the Littleton Parks and Recreation Commission.

Financial Data: Has custody of a Town credit card, maintains a petty cash drawer, collects program fees, deposits program fees to the Town Finance Department, collects facility rental fees for deposit to Town Finance Department, and provides prepares accounts payable check requests for payment of vendors.

Computer Operation: Microsoft office suite, social media posting (ie. Facebook, YouTube, Instagram, Google+, ect.), texting, smart phone use, and e-mail communication.

Other Functions: Teaches programs and classes. Coordinates and conducts best practices and safety trainings for Department employees. Develops and implements Department promotion plan for programs and projects. Public presentation of budget, programs, and status reports.

Other Considerations and Requirements:

Cognitive and Sensory Requirements:

- **Vision:** Necessary for visual operation in all aspects of the position such as equipment use, observance of vehicle traffic, paperwork, observing safety of co-workers, public, etc.
- **Hearing:** Necessary for listening to instructions and taking minutes at meetings.
- **Speaking:** Necessary for communicating with supervisors, employees, auditors, vendors, insurance representatives, residents, and the general public.
- **Taste and Smell:** Necessary for detecting fumes and gases.
- **Dexterity:** Necessary for operating equipment, handwriting, and computer keyboard operations, etc.
- **Mobility:** Needed to walk around work sites, the department, and other municipal locations as well as other outside locations.

Physical Requirements:

Lift up to 10 pounds: constantly required.
 Lift 11 to 25 pounds: frequently required.
 Lift 26 to 50 pounds: occasionally required.
 Lift over 50 pounds: rarely required. Assistance may be available.
 Carry up to 10 pounds: constantly required.
 Carry 11 to 25 pounds: frequently required.
 Carry 26 to 50 pounds: occasionally required.
 Carry over 50 pounds: rarely required. Assistance may be available.
 Balancing: frequently required.
 Push/pull: constantly required.
 Reach above shoulder height: constantly required.
 Reach at shoulder height: constantly required.

Reach below shoulder height: constantly required.

Sit: five total hours per day.

Stand: two plus hours per day.

Walk: one plus hour per day.

Twisting: occasionally required.

Bending: frequently required.

Crawling: rarely required.

Squatting: rarely required.

Kneeling: rarely required.

Crouching: rarely required.

Climbing: occasionally required.

Driving: constantly required.

Fine motor skills (hands, wrists, fingers, feet, toes, etc.):

- Grasping: constantly required.
- Handling: constantly required.
- Torqueing: occasionally required.
- Fingering: frequently required. Keyboards, hand tools, etc.
- Foot/feet: constantly required. Operating vehicle and equipment foot pedals, walking on properties for inspections, etc.
- Toes: rarely required.
- Controls and equipment: Sports equipment, custodial equipment, hand tools, motor vehicles, office equipment, telephone, etc.

Work Surfaces:

- Rough, wet, slippery terrain
- Concrete, asphalt, brick, linoleum, ceramic tile surfaces, etc.
- Dirt surfaces, trails, woods, moss covered logs, sand, beaches, rocks, ledges, etc.
- Office area, includes workstation with desk, computers and cupboards
- Table, filing cabinets, closet with shelves, bookshelf and bulletin boards
- All surfaces are at various heights
- Structure interior and exterior surfaces
- Non-structure interior and exterior surface
- Equipment and vehicle cab interiors and exteriors
- Rough, harsh, slippery, dangerous, wooded, flooded, uneven ground surfaces and/or areas
- Grass, dirt, gravel, mud
- Rain, snow, sleet, hail, ice and flooded areas and surfaces
- Vertical and horizontal step surfaces

Summary of Occupational Exposures:

- May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.
- May be exposed to long periods of sunlight and unfavorable climatic conditions.
- May be exposed to poison ivy, oak, or sumac; and insects such as wasps, hornets, bees, etc.
- Work occurs in an office setting and outside at Town parks, buildings and facilities.
- Travel in a motor vehicle is required.
- May be exposed to short periods of sunlight and unfavorable climatic conditions when out of the office.
- When in the office, may be exposed to long periods of unnatural light, office equipment noises, office product chemicals, air conditioning, etc.

Education and Experience:

Bachelor Degree in recreation administration, physical education, or a closely related field and experience in supervising recreation programs, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Knowledge of the principals and methods of community parks and recreation administration. Familiarity with municipal government and applicable laws, guidelines, and techniques. Ability to plan, organize, demonstrate leadership skills, deliver oral and written reports, and work effectively with the general public. Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

License/Certification Requirements:

- Valid NH driver's license.
- Ability to obtain the Certified Parks and Recreational Professional(CPRP) certification within one year.
- CPR/AED certified within one year of hire.

Schedule: Salary position, 40+ hours per week. Frequent night meetings and weekends for programs.