

**Chittenden Central Supervisory Union  
Job Description**

**JOB TITLE:** Recreation and Parks Director  
**FLSA STATUS:** Exempt  
**UPDATED:** January 2001

**POSITION OBJECTIVES:** To insure the utmost in leisure time recreation and parks opportunities for the entire community and to supervise and render assistance to both public organizations and staff to accomplish this goal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Administration**

- Supervises the work of the Recreation and Parks Department in accordance with the general policies established by the Board.
- Organizes and superintends efficient administration for the department.
- Establishes, reviews and coordinates procedures to insure that maximum service may be provided at reasonable cost.
- Organize facility usage of Maple Street Recreation Center for daily, evening & weekend use.

**Staff**

- Recruits, selects, and employs or recommends the employment of department personnel.
- Organizes, assigns and trains department personnel; develops and maintains good working relationships among staff members.
- Establishes and develops a program for continuing use of volunteers in the recreation program.

**Programs / Services / Parks**

- Develops a broad diversified program of recreation, education, activities and services to meet the needs of the public.
- Establishes close working relationships with and serves ex-officio as consultant on recreation and park matters to public and voluntary community agencies concerned with village planning, housing, public welfare, education and other subjects closely related to community recreation.
- Review need for park improvements, development. Develop capital improvements plan. Establishes close working relationship with Property Services in working with maintenance of the parks.
- Implement extensive computer applications for program registrations, communication, brochures and other assigned functions.

**Planning & Research**

- Studies and analyzes the effectiveness of the department's services.
- Studies conditions, needs and trends affecting the recreation and parks requirements of the community.
- Prepares and recommends to Superintendent adoption of long range and immediate plans to meet community needs for adequate recreation space, facilities, programs and personnel.
- Study and keep informed of developments in recreation and park field.

**Public & Community Relations**

- Interprets to the public the community recreation and parks program and its philosophy and objectives through all suitable means including the use of volunteers and staff members, as well as news media.
- Promotes the public use of recreation and parks facilities, areas and equipment for group and individual play, recreation and relaxation through a continuing program of public education.

- Establishes and maintains planning and working relationships with other local community agencies, schools, governmental, voluntary and private, and with the state, regional and national agencies concerned with recreation, parks, conservation, adult education and related fields.
- Organizes, promotes and cooperates with neighborhood or community-wide recreation councils or similar groups identified with recreation and parks.
- Serve as liaison with students, faculty, staff, parents, Board members, alumni, vendors, and/or other key internal and/or external constituency: present information on assigned programs: explain, interpret, and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.

#### Fiscal

- Directs, controls and accounts for the expenditures of the department funds in accordance with budget appropriations.
- Prepares and justifies budget estimates, work programs and supporting data for the recreation and parks functions.
- Supervises the keeping of complete financial records for the department.
- Recommends establishment of necessary fees and charges for various department services and supervises their use.

#### Records & Reports

- Maintains systematic, complete and accurate records of department activities, services, personnel and property.
- Prepares and issues regular and special reports for use by the staff, boards, community officials and others for the information of the community.

**SUPERVISION RECEIVED:** Reports to and evaluated by the Superintendent of Schools. Works independently for the most part, planning and implementing broad programs within the organization. Work is checked primarily through consultation and agreement with others rather than by specific directives from supervisors.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises up to 100 Recreation and Parks employees including seasonal and full-time staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

**Education and Experience.** Bachelor's degree in public recreation or other appropriate discipline plus at least 10 years of directly related experience in the field of public recreation and parks (five years of which are at a supervisory/administrative capacity), or a combination of education and experience from which comparable knowledge and skills are acquired.

**Certifications and Licenses.** Valid certification as a professional from the National and State Recreation and Park Associations, or equivalent. Must hold, or be able to obtain, a Certified Pool Operator (CPO) license or Aquatics Facility Operator (AFO) license within one year (AFO preferred). Valid Vermont driver's license also required.

**Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures and manuals, financial reports, governmental regulations, legal documents, and the like. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write effective reports, business correspondence, procedure manuals, program brochures, and the like. Ability to effectively present information to top management, public groups, the community, and/or school boards.

**Mathematical Skills.** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Computer Skills and Experience. Extensive experience and proficient skills in word processing, spreadsheets, and databases. Ability to effectively and efficiently design computer programs, financial reports, brochures and the like. Experience with Microsoft Office preferred.

Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions/data furnished in written, oral, diagram, or schedule form and deal with several abstract and concrete variables. Ability to effectively handle stressful situations and resolve conflicts.

Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, the community, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and the community.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following: (occasionally, frequently, regularly, constantly)

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to climb or balance; reach with hands and arms; and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:** While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals. The noise level in the work environment is usually quiet to moderate.

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This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.