

Town's strategic planning efforts, and addressing Town-wide policy and management issues.

Presents Departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies and to the Board of Trustees.

Coordinates the Department's activities with those of other Town departments and officials to ensure a consistent approach toward common projects and interests.

Prepares realistic and fiscally sound annual and special budgets to enable the department to achieve its objectives, including special activities assigned by the Town Council and ensures that the department functions within budget appropriations by directing expenditure of funds.

Plans, coordinates and directs a diversified year-round, community-wide recreation and community services program including the Senior Center programs.

Oversees recreation programs with parks use programs; other Town departments, and outside organizations such as the school districts.

Promotes interest in parks and recreation programs with various community groups, and public contacts; speaks before citizens groups, students and other organizations.

Plan, budget, and execute new capital projects and maintenance for both facilities, ballfields, and parks when needed for programs.

Maintains liaison with other departments as well as state, local, and other public officials.

Responsible for the ongoing evaluation of programs, activities and events utilizing approved processes and forms.

Researches grant opportunities, assists in the preparation of the applications and implements, supervises and evaluates the grant process with the assistance of Town Planner and Operations Director. Monitors Parks and Recreation programs and grants and maintains appropriate records in cooperation with the Town Clerk/Treasure in conformance with Town, State, and Federal regulations.

Studies local conditions and develops immediate and long-range plans to meet recreational needs of all age groups; evaluates effectiveness of recreation areas, facilities and services.

Plans, schedules and publishes various recreational activities such as sports events, recreational classes and seasonal group activities as required.

Interprets recreations program to the public and maintains cooperative planning and working relationships with allied public and voluntary agencies.

Prepares, delivers and approves information for activities of the Recreation Department to all media and the public.

Approves purchases for equipment and supplies and ensures proper inventory control.

Reviews complaints from customers and confers with the Operations Director as to action to be taken in compliance with current policy and procedures. Participates and assures participation by the department in the safety program to include adhering to safety policies, observing and correcting safety hazards, and participating in safety-related training.

Conducts departmental staff and safety meetings. Reviews safety and maintenance reports of Parks and Recreation areas and facilities.

Approves and coordinates all training for department employees.

Maintains records, including required certifications for all employees, ensuring they are up to date,

Other Duties and Responsibilities:

Collaborates with Department staff in the development of the Recreation Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinates Recreation Department activities with those of other departments and outside agencies and organizations; provide staff assistance Town Board; prepare and present staff reports and other necessary correspondence.

Selects, motivates, trains and evaluates Recreation Department personnel; provide or coordinate staff training; work with employees to correct deficiencies, and implement discipline and termination procedures.

Provides leadership to a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the assigned areas of responsibility.

Responds to and resolve difficult and sensitive citizen inquiries and complaints.

Performs related duties and responsibilities as required.

Experience:

- Two years or more experience in recreation supervision and field preparation is desirable.
- Two years or more of public customer service is recommended.

Physical Requirements:

- Ability to conduct activities involving walking, standing, and sitting.
- Ability to lift and carry, up to 20 lbs. and push or pull up to 30 lbs.
- Ability to participate in routine conversation in person, via telephone or email.
- Ability to use a computer for moderate periods of time.
- Ability to operate a vehicle.