

**Town of Natick
Job Description**

Position Title:	Director of Recreation and Parks	Grade Level:	4
Department	Community Services	FLSA Status	Exempt
Reports to:	Director of Community Services		

Supervision Required: Under the supervision of the Director of Community Services the incumbent functions autonomously.

Supervisory Responsibility: Incumbent exercised direct supervision over Parks and Recreation staff, including seasonal temporary employees.

Accountability: Position is accountable for the performance of division staff and programming, and to ensure for the building of collaborative, cooperative and positive relationships with professionals inside and outside of government.

Judgment: Incumbent must exercise considerable judgment in the execution of her/his duties, requiring thorough knowledge and understanding of municipal policy, administrative best practices and any/all applicable laws or regulation.

Complexity: Successful performance of duties requires complex decision-making in the areas of organizational management, programming and in the development and interpretation of policy.

Confidentiality: Position will ensure for the appropriate management and protection of the confidential information of citizens interacting with program staff in compliance with applicable laws and regulations

Work Environment: General duties provide for a normal office environment, not subject to extremes in temperature, noise, odors, etc; although some inspection of parks and facilities may be conducted in inclement weather or over uneven terrain. Incumbent will be exposed to regular interruptions to assist citizens; may spend extended periods at terminal, on telephone, or operating other office machines requiring eye-hand coordination and finger dexterity; will be required to lift and carry files, documents, records, etc; and will be required to travel within the Town and to neighboring towns.

Nature and Purpose of Contacts: Primary contacts are with DPW, School Department and Town administration for the purpose of evaluating, recommending and implementing recreational programs. Additional contacts include representatives of federal, state, regional and local agencies, and community organizations for resource support and networking.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Community Services Department
Director of Recreation and Parks
7/29/14

Town of Natick Job Description

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Administer comprehensive recreation and parks programming for the Town of Natick including the management of hundreds of acres of land, athletic fields, waterfront beach, municipal golf course, recreation center and passive parks and squares to meet the recreational programming needs and interests of all Natick citizens.
- Administer park policies, schedules and permit systems for all recreation and park facilities under the jurisdiction of the Town.
- Develop and oversee the department's capital and operating budgets; administer expenditures; recommend and oversee collection and accounting of user fees; and maintain all reports and records including the recording of gifts, and the management of Municipal, State, Federal and revolving funds for programs and services.
- Coordinate with LFNR Supervisor and Director of Public Works to ensure for the safe and efficient maintenance and operation of parks and recreational facilities and equipment. Coordinate long and short-term strategic planning of the town's parks and fields and recommend measures to ensure the protection of these resources.
- Act as liaison between the Town Administration and the Recreation Commission and Conservation Commission; develop and recommend policies to the Director of Community Services.
- Encourage and maintain cooperative working relationships with School Department, local community agencies, state and federal governments, corporations, and private businesses.
- Assess the performance of the Recreation and Parks functions in relation to established goals; evaluate the performance of department personnel, recommend new approaches, policies procedures and long range plans to effect improvement of the efficiency and effectiveness of the Department's facilities and services, and implement policies and procedures.
- Serve as spokesperson for the Recreation and Parks Division, interpreting for the public the general philosophy, objectives, and policies of the department; perform other related duties as required.

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7/29/14

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Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Duties require five (5) to seven (7) years of progressively responsible work experience in the management of municipal cultural and leisure services, at least two (2) years of which should have been in a supervisory capacity.
- Duties require knowledge of recreation and parks equivalent to a bachelor's degree in recreation, administration, public administration, or a related field. Candidate must have a minimum of five (5) years of increasingly responsible, related experience and familiarity with recreation agencies, recreation facilities, and parks management. Masters degree in related field preferred.
- Demonstrate experience leading teams and developing programmatic responses to citizen needs.
- Demonstrated understanding of municipal management, finance and governance essential.

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of recreation programming, facilities and practices and of park planning, design and use.

Abilities:

- Ability to plan, organize and implement a comprehensive recreation, parks and human services program consistent with Town-wide priorities and needs.
- Ability to interact with local, state, and regional counterparts to promote and implement activities for all constituents
- Ability to communicate effectively, both orally and in writing.

Skill:

- Skill in marketing and public relations .Survey and focus group facilitation.

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- Oversee and promote harmonious working relationships among diverse staff members and functions.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.