

Jobs Record-Director of Parks and Recreation

Nature of work: This is administrative and technical work in directing and supervising of a community wide recreational program that provides cultural, educational and recreational opportunities for the citizens of Bucksport and other surrounding communities and directing the maintenance and operation of all of the recreational facilities owned by the Town of Bucksport.

An employee in this class formulates policies and coordinates activities in accordance with general policies established by the Town Council and by the Town Manager. The Parks and Recreation Director exercises supervision over several unskilled and semi-skilled workers and coaches who are responsible for the maintenance of recreational facilities and delivery of recreational and cultural activities in Bucksport. The employee is responsible for the preparation and monitoring of the department budget; the preparation, implementation of and the adherence to procedures; and departmental personnel functions. Responsibilities also include establishing and maintaining appropriate work relationships with municipal officials, peers and subordinates, State and local organizations, volunteers, and with the general public. Work is performed under the supervision of the Town Manager under guidelines established by the Town Manager; however, this employee must also exercise considerable independent judgment and technical expertise in order to meet department objectives.

Essential Duties and Responsibilities: Directs and oversees community wide recreation programs and maintenance and operation of all recreational facilities.

Is responsible for researching and implementing improvements to the operation of the department in his/her charge, formulation of policies, and coordination of activities in accordance with general policies established by the Town Council and Town Manager

Handles complaints from the public as received by phone or at the department directly.

Prepares the department budgets, controls expenditures, and approves all requisitions

Advises the Town Manager of all recreation activities, maintenance and operation of facilities, and associated problems.

Directs development and instruction of recreation programming and department capital improvement plan.

Maintains all administrative records for the department

Directs the coordination of large numbers of volunteers and users.

Interviews applicants for employment or volunteer services and makes recommendations to the Town Manager regarding employment status for all department employees.

Performs related work as required.

Requirement of Work: Thorough knowledge of the principles, standards and practices of developing and directing a modern recreation program and maintaining and operating of varied recreational facilities.

Ability to plan, lay out, and supervise the work of subordinates performing varied operations connected

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations as to recreation activities and to modify organizational procedures to meet changing conditions.

Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, and the general public.

Ability to develop proper training and instructional procedures for employees, and to maintain a high level of discipline and morale.

Ability to provide effective leadership and to maintain harmonious relationships within the department and with other municipal departments.

Training and Experience Required: Considerable administrative and operational recreational experience; graduation from a four-year college with major thrust in administration with course work in community recreation programs and maintenance of recreation facilities; or any equivalent combination of experience and training.

Necessary Special Requirement: Must maintain a Maine driver's license.