



Job Description

Position: Parks & Recreation Administrator
Primary Location: Park Department
Employment Status: Full-time, Salaried, Exempt
Reports To: Parks Commission
Description Updated On: October 14, 2021

Summary/Objective

The Parks and Recreation Administrator is responsible for administering and managing the Town's recreation department programs and maintenance activities of all school and parks grounds and a variety of outdoor properties and facilities; oversees and manages an outdoor municipal swimming pool, town cemetery, six-mile bike trail, and the town's 20-acre former landfill site; the employee is required to perform all other similar or related duties. The employee is responsible for the supervision of full time, part time, and seasonal employees.

Essential Functions

- Provides efficient, effective organizational leadership and customer service of recreation programs, school, parks and town facilities and grounds maintenance, and the operation of the Town pool and the summer band concert series.
- Formulates departmental policy in accordance with existing state and federal laws, and activity rules, regulations, and standards.
- Conducts research and prepares annual written operating budget, expenditure justification, performance-based goals and objectives, facility usage, activity reports, revenue projections, and capital improvement program.
- Demonstrates continuous effort to improve operations and systems, works cooperatively with Town departments, citizens, school officials, businesses, and media and community groups.
- Recruits, hires, trains, and supervises full and part-time, seasonal, and volunteer staff.
- Plans and directs a broad and varied program of recreational programs and facility and grounds maintenance activities and special events for all ages, groups, and interests.
- Plans and implements capital improvement projects, park and facility improvements.
- Attends events, inspects facilities, activities, and programs to evaluate and plan improvements. Directs the work of professional staff, seasonal staff, and volunteers in planning, organizing, and evaluating programs, parks, and facilities.
- Advises consultants, contractors, and service and equipment vendors in developing plans for new recreation facilities.
- Prepares and administers grant applications for local, state, and federal funds to support recreation programs, facilities, and services in the community.
- Attends local, state, and national professional meetings and educational seminars.

- Attends meetings of Planning Board, the Select Board, Parks Commission, Conservation Commission and other boards and committees as assigned.
- Assists the Town Tree Warden in the removal of trees from public property.
- Manages the Louisa Lake recreational facility and the associated weed mitigation program.
- Oversees maintenance of Plains Park, the town's 20- acre park and former landfill; responsible for managing the state mandated post-closure gas monitoring program at the site.

Required Qualifications, Education, and Experience

Bachelor's degree in Recreation Management, Leisure Studies, Physical Education or related field and a minimum of three (3) years of supervisory experience in recreation, parks & leisure services 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. Must possess a valid Motor Vehicle Driver's License.

Member of (MRPA) Massachusetts Recreation and Park Association, or the ability to obtain membership.

Knowledge, Skills & Abilities

- Thorough knowledge of the principles and practices of community parks/recreation program administration and leisure service activity curriculum management; thorough knowledge of laws pertaining to youth labor, chemical management and disposal, municipal pool water quality and sports safety procedures/techniques; basic knowledge of office practices and related equipment.
- Excellent planning, communication, and organization skills; excellent customer service skills.
- Ability to deal effectively and diplomatically with other Town employees and the general public and youth of all ages; ability to supervise and evaluate the work of professional and non-professional employees; ability to communicate in a clear and concise manner, both orally and in writing; ability to develop innovative, cost-effective leisure service programming to meet the needs of the community; ability to prepare and administer program budgets and to maintain detailed and accurate records; ability to recruit, train, and supervise subordinate personnel located at different facilities; ability to operate a personal computer and office software; ability to manage multiple tasks.

Physical and Mental Job Requirements

- Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as recreation equipment.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures

- Emotional/behavioral self- regulation
- Interacting with others

Work Environment

- The functions of this role are typically conducted in an office environment.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required. Employee is required to work beyond normal business hours to attend evening meetings.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____