**JOB TITLE:** COMMUNITY SERVCES DIRECTOR

Affiliated – SPAA Union

**ASSIGNMENT:** Community Services Director – Community Services Department

**SUMMARY:** Responsible for the daily administration of the Community Services Department. Performs a variety of duties and responsibilities focusing on the design, implementation and delivery of Community Services Department programs. Responsible for budgeting, purchasing and maintaining equipment and facilities. Must have outstanding interpersonal skills and be able to deal with diverse population.

**ACCOUNTABILITY:** Reports directly to and is accountable to the Town Manager.

**DUTIES AND RESPONSIBILITIES:**

(The following is illustrative of the duties and responsibilities associated with the position and is not intended to be all-inclusive.)

* Responsible for the effective daily direction of the Community Services Department functions.
* Manages all aspects of the Recreation and Senior Services Departments, including coordinating and directing maintenance of Town facilities.
* Manages Senior Center operations, including establishing and maintaining standards for operations and code of conduct for members and staff.
* Prepares and administers the Department’s budget; presents budget to Board of Selectmen and Budget Committee.
* Prepares Capital Improvement proposed projects.
* Involved extensively in public relations efforts including public speaking, writing and outreach to community civic groups, government agencies/organization’s and the news media. Actively works to build public support for the Department’s programs.
* Designs and implements programs. Manages the design and implementation of all programs and special events (i.e. Fourth of July and Special Olympics); oversees all emergency situations.
* Plans and develops community recreation facilities (i.e. diamond or soccer fields), including planning of future open spaces and parks.
* Maintains optimum functionality of the Senior Center and regularly assesses safety, accessibility and condition of the facility, parking lot, grounds, furniture and fixtures.
* Conducts periodic assessments of Senior Center operational needs and makes changes to Center administration as necessary (e.g. establishes operating hours, schedule, rules and parking plans).
* Reviews employment applications, interviews candidates, reference checks and submits recommendations regarding hiring.
* Establishes the work agenda of subordinates and supervises the same. Ensures that the appropriate personnel practices are effectively applied and executed.
* Trains and supervises recreational staff and volunteers (i.e. CPR, incident management).
* Conducts evaluations of programs and staff to determine level of service.
* Sets fees and charges for programs.
* Responsible for scheduling use of recreational facilities (i.e. recreation fields, gymnasium use). Expected to visit town recreation facilities in all types of weather conditions.
* Responsible for the purchase, coordinating installation and maintenance of playground equipment.
* Registers program participants and escorting groups on Department sponsored activities.
* Performs other related duties as required.

**SPECIFIC REQUIREMENTS FOR THE POSITION:**

* Management skills, budgetary skills and thorough knowledge of the public recreation function. Good coordinative, administrative and communicative skills and the ability to work effectively under minimal supervision.
* Must be available when programs are in operation (i.e. ski program, special event tournaments).
* Must be able to effectively communicate with the public, municipal staff and subordinates. Must possess sound supervisory, administrative and coordination capabilities.
* Must provide the central focus for the direction of the Department taking programs from conceptualization to completion.
* Must be a college graduate with a Bachelor’s Degree in Recreation or another related field.
* A minimum of three (3) to five (5) years of progressively responsible experience in Recreation administration. Must be knowledgeable in current principles and practices of Recreation administration.
* A minimum of three (3) years in budget preparation is required.
* Must hold a valid motor vehicle operator’s license.

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**Physical Activity Requirements**

| ***PRIMARY PHYSICAL REQUIREMENTS*** | | | | |  | ***OTHER PHYSICAL CONSIDERATIONS*** | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LIFT up to 10 lbs.: | | | Constantly Required | |  | Twisting: | | | | Constantly Required | | | | | | | | | | | | | |
| LIFT 11 to 25 lbs.: | | | Occasionally Required | |  | Bending: | | | | Constantly Required | | | | | | | | | | | | | |
| LIFT 26 to50 lbs.: | | | Occasionally Required | |  | Crawling | | | | Occasionally Required | | | | | | | | | | | | | |
| LIFT over 50 lbs.: | | | Rarely Required | |  | Squatting | | | | Constantly Required | | | | | | | | | | | | | |
|  | | |  | |  | Kneeling: | | | | Constantly Required | | | | | | | | | | | | | |
| CARRY up to 10 lbs.: | | | Constantly Required | |  | Crouching: | | | | Constantly Required | | | | | | | | | | | | | |
| CARRY 11 to 25 lbs.: | | | Constantly Required | |  | Climbing: | | | | Regularly Required | | | | | | | | | | | | | |
| CARRY 26 to50 lbs.: | | | Occasionally Required | |  | Balancing: | | | | Occasionally Required | | | | | | | | | | | | | |
| CARRY over 50 lbs.: | | | Rarely Required | |  |  | | | | | | | | | | | | | | | | | |
|  | | |  | |  | ***WORK SURFACE(S)*** | | | | | | | | | | | | | | | | | |
| REACH above shoulder height: | | | Regularly Required | |  | Counter tops and desks | | | | | | | | | √ | | | | | | | | |
| REACH at shoulder height: | | | Regularly Required | |  | Flooring (various types) | | | | | | | | | √ | | | | | | | | |
| REACH below shoulder height: | | | Regularly Required | |  | Uneven surfaces | | | | | | | | | √ | | | | | | | | |
|  | | |  | |  | Sloped surfaces | | | | | | | | | √ | | | | | | | | |
|  | | |  | |  | Snow or icy surfaces | | | | | | | | | √ | | | | | | | | |
| PUSH/PULL: | | | Constantly Required | |  | Grass/Pavement | | | | | | | | | √ | | | | | | | | |
|  | | |  | |  | Vehicle Interiors | | | | | | | | | √ | | | | | | | | |
|  | | |  | |  |  | | | | | | | | |  | | | | | | | | |
| ***HAND MANIPULATION*** | | | | |  | ***DURING AN 8 HOUR DAY,***  ***EMPLOYEE IS REQUIRED TO:*** | | | | | | | | | | | | | | | | | |
|  | | |  | |  | Consecutive Hours | | | | | | | | | Total Hours | | | | | | | | |
| Grasping: | | | Occasionally Required | |  | Sit | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Handling: | | | Occasionally Required | |  | Stand | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Torqueing: | | | Occasionally Required | |  | Walk | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Fingering: | | | Regularly Required | |  |  | | | | | | | | |  | | | | | | | | |
| Controls and Equipment: | | | Regularly Required | |  |  | | | | | | | | |  | | | | | | | | |
| Environment: | Inside | 50% | Outside | 50% |  | (Percentage spent daily) | | | | | | | | |  | | | | | | | | |