

Director of Recreation and Athletic Complex for Town of East Haven

Position Title: DIRECTOR OF RECREATION AND ATHLETIC COMPLEX
Department: Recreation
Reports to: Mayor
Hours: Full-time (30 hours flex time)
Contract: Supervisor Union – Local 818-007, Council #4, AFSCME
FLSA Status: Exempt
Approved By: Mayor
Approved Date: March 8, 2021
Salary: \$72,607

RECEIVED FOR FILING
DATE TIME
3/25/2021 @ 2:50PM
TOWN CLERK'S OFFICE
EAST HAVEN, CONN
Stacy Gravino, CCTC
TOWN CLERK

GENERAL DESCRIPTION:

- This is very responsible administrative work involving the direction of the East Haven Recreation Department and Athletic Complex.
- Work involves responsibility for providing organized recreation programs, including sports, special events, social and cultural activities. Duties include reviewing and evaluating the effectiveness of recreational facilities and services and the direction and administration of departmental activities. The position also has the responsible for making difficult parks and recreation-technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of the recreation programs provided by department.

SUPERVISION RECEIVED:

- Works under the general direction of the Mayor or his designee and Parks and Recreation Commission.

ESSENTIAL DUTIES AND TASKS:

- The employee plans, organizes, directs, coordinates, and evaluates recreation programming.
- Plans, directs, and participates in providing an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community.
- Develops long range plans for recreation programs, parks, and facilities to accommodate according town growth, goals, and parks and recreation needs.
- Coordinates the maintenance of various facilities, parks, fields, and buildings with the Public Works Department.
- Supervises the operations and staff of the Recreation Department, Town Pool and Town Beach.
- Recommends the acquisition, development and maintenance of park and playground areas and of structures and facilities to best serve the interests of the community; coordinates with the Grant Writer on grant opportunities.
- Receives input from community groups, neighborhood groups and individuals regarding parks and recreation need, utilizes such input for overall planning, programming, program evaluation.
- Prepares the Parks and Recreation budgets, submits recommendations to town's administration, coordinates and monitors the expenditure and receipt of funds.
- Interprets the recreational and parks program through social media and other publicity

3/10/21

and through cooperative planning and effective working relationships with other community agencies and groups, public and private.

- Attends meetings of department heads, boards, agencies, and community groups to present department programs and needs.

ADDITIONAL JOB DUTIES:

Performs related duties as required.

PHYSICAL REQUIREMENTS:

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and/or a negligible amount of force constantly to move objects.

KNOWLEDGE - SKILLS - ABILITIES:

- Thorough knowledge of the principles and practices of recreation and leisure services and parks facilities maintenance.
- Thorough knowledge of the principles and practices of public administration as applied to a parks and recreation department through ability in oral and written communications.
- Thorough ability to administer the activities of a municipal parks and recreation department and to supervise the work of others.
- Thorough ability to establish and maintain effective working relationships with superiors, associates, subordinates, officials of other agencies and the general public.

QUALIFICATIONS:

- A bachelor's degree from a recognized college or university in recreation administration, leisure services or a related field, plus five (5) years of progressively responsible parks and recreation administration experience including at least four years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on year-for-year basis.

SPECIAL REQUIREMENTS:

- Must have a valid class 3 Connecticut driver's license.

The Deadline to apply for this position is April 12, 2021. Please send resumes to Michelle Benivegna, Assistant Director of Administration and Management, 250 Main Street, East Haven CT 06512 or email mbevivegna@townofeasthavenct.org.