

JOB TITLE: COMMUNITY SERVICES DIRECTOR

AFFILIATION: SPAA

JOB CLASSIFICATION: COMMUNITY SERVICES DIRECTOR

DEPARTMENT: COMMUNITY SERVICES ADMINISTRATION

FLSA STATUS: EXEMPT

ACCOUNTABILITY: Reports directly to and is accountable to the Assistant Town Manager or designee.

SUMMARY: Responsible for the daily administration and leadership of the Community Services Department. Performs a variety of managerial and administrative duties including responsibilities on the design, implementation, and delivery of Community Services Department programs. Responsible for budgeting for, purchasing, and maintaining equipment and facilities. Must have the ability to lead and direct Community Service Department employees. Requires outstanding interpersonal skills and the ability to deal with diverse population. Strong leadership and managerial skills are required for this position.

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, including coordinating and directing maintenance of Town facilities. Responsible for the development of Community Services standards of operations and procedures to minimize and manage risk, to ensure employee accountability and to establish a safe environment. This includes reviewing and analyzing internal controls and implementing changes when needed.

Prepares and administers the Department's budget; presents budget to Town Manager, Board of Selectmen and Budget Committee.

Supervises acquisition, planning, design and construction of existing and future capital improvement projects. Develops short- and long-range plans for the senior center, parks facilities, park expansion and land acquisition. Establish and maintain a strategic plan for the Community Services Department.

Involved extensively in public relations efforts including public speaking, writing and outreach to community civic groups, government agencies/organizations and the news media. Actively works to build public support for the Department's programs.

Evaluates Community Services operational needs and makes requests to the administration, as necessary.

Oversees the design and implementation of all programs and special events (i.e., Fourth of July and Special Olympics) including assessment of programs and appropriate staffing levels to ensure program sustainability.

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Responsible for functionality of the Senior Center and regularly assesses safety, accessibility and condition of the facility, parking lot, grounds, furniture and fixtures.

Responsible for scheduling use of facilities (i.e., recreation fields, gymnasium use). Expected to visit town facilities in all types of weather conditions.

Oversees the purchase, coordinating installation and maintenance of equipment.

Oversees and/or coordinates hiring process for seasonal employees. Reviews employment applications, interviews candidates, conducts reference checks and submits recommendations regarding hiring. Ensures hiring process follows Town policy.

Ensures seasonal staff are trained and supervised (i.e., CPR, incident management).

Responsible for the development of Community Services' procedures to minimize and manage risk, to ensure employee accountability and to establish a safe environment.

Ensures social media platforms are regularly up to date.

Works with the Council on Aging and Recreation Committee.

Performs other related duties as required.

SPECIFIC REQUIREMENTS FOR THE POSITION:

Management skills, budgetary skills, and thorough knowledge of the public recreation function.

Must be able to effectively communicate with the public, municipal staff, and subordinates.

Must possess sound leadership, supervisory, administrative and coordination capabilities and the ability to work effectively under minimal supervision. Must have proven strategic planning experience.

Must have experience with managing the financial records of programs and make the determination if program fees need to be increased or if programs should be eliminated.

Must be available when programs are in operation.

Must be honest, ethical and a hard worker.

Must provide the central focus for the direction of the Department taking programs from conceptualization to completion.

Must have strong organizational skills with the ability to create and maintain accurate records and files.

Must be a college graduate with a Bachelor's Degree in Recreation, Social Services, or another related field.

A minimum of three (3) to five (5) years of progressively responsible experience in Recreation or Social Services administration. Must be knowledgeable in current principles and practices.

A minimum of three (3) years in budget preparation is required.

Must hold a valid motor vehicle operator's license.

Must be a positive team player who always conducts themselves in a professional and courteous manner.

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Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Constantly Required
LIFT 11 to 25 lbs.:	Occasionally Required
LIFT 26 to50 lbs.:	Occasionally Required
LIFT over 50 lbs.:	Rarely Required
CARRY up to 10 lbs.:	Constantly Required
CARRY 11 to 25 lbs.:	Constantly Required
CARRY 26 to50 lbs.:	Occasionally Required
CARRY over 50 lbs.:	Rarely Required

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Constantly Required
Bending:	Constantly Required
Crawling	Occasionally Required
Squatting	Constantly Required
Kneeling:	Constantly Required
Crouching:	Constantly Required
Climbing:	Regularly Required
Balancing:	Occasionally 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

Grasping:	Occasionally Required
Handling:	Occasionally Required
Torqueing:	Occasionally Required
Fingering:	Regularly Required
Controls and Equipment:	Regularly Required
Environment: Inside 50% Outside 50%	

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

(Percentage spent daily)