

JOB POSTING
TOWN OF PRINCETON
PARKS & RECREATION

The Town of Princeton is looking for qualified individuals for the part-time position of **Parks & Recreation Director**. This position has an hourly rate range \$20.11-\$26.53 per hour. We are currently looking for 10 hours per week with the potential to increase this. Minimum qualifications are: High School Diploma, or equivalent; three years of prior work experience in related field highly desirable; 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; good driving record and successful CORI and SORI checks are required as a condition of employment. A complete job description and application are available online at www.town.princeton.ma.us. Please submit cover letter, resume, and application, to the Town Administrator via email to townadministrator@town.princeton.ma.us by February 24, 2022, at 4PM. The Town of Princeton does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the United States Equal Employment Opportunity Commission under Title I of the ADA. EOE.

Position Title:	Parks and Recreation Director	Grade Level:	Level G
Department	Parks and Recreation	Date:	Apr. 2021
Reports to:	Town Administrator	FLSA Status	

DEFINITION

Position provides administrative and supervisory work in preparing, coordinating, promoting, and implementing park and recreation functions and programs

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Coordinates, implements, and manages recreational programs for the town.
- Works closely with town's Parks and Recreation Commission; organizes monthly meetings
- Maintains recreational grounds and facilities, ensures for their cleanliness, safety, and proper working condition.
- Prepares and administers department budget, monitors expenditures, reconciles accounts, and prepares financial reports as required. Processes payroll and accounts payable.
- Provides customer service and assistance, responds to inquiries, requests, or complaints, and provides information regarding department operations and activities.
- Corresponds with the Town Administrator, or other town officials, regarding department operations.
- Coordinates the maintenance of fields
- Schedules the leasing of fields
- Coordinates community events
- Performs grant writing and administration duties
- Completes departmental annual report
- Prepares departmental budget and capital improvement budget request
- Performs a variety of related duties

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary to resolve

conflict that cannot be addressed at the department level.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals, and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

NATURE AND PURPOSE OF CONTACTS

The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has regular access at the departmental level to sensitive and confidential information.

EDUCATION AND EXPERIENCE

High school diploma required. Three years of experience working with recreation programming, scheduling and maintenance of facilities and fields.

KNOWLEDGE, ABILITY, AND SKILLS

Must have knowledge of coordinating and implementing recreation program services, municipal budgets, contracts, purchasing, employee scheduling, recruitment, and supervision.

Must be able to manage field maintenance and leasing.

Must have skill in computer programs and applications. Must have good organizational and communication skills. Must be highly self-motivated

WORK ENVIRONMENT

Administrative work is conducted either remotely or in a provided office setting. When working in the field or on programs the locations may be off site on fields and other community locations.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Most of the duties are administrative, but program duties may involve motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, sports and program equipment and materials

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.