



TOWN OF SUFFIELD

83 Mountain Road • Suffield, Connecticut 06078

(860) 668-3840 • Fax (860) 668-3317

Position: Director of Parks and Recreation

Posted: April 9, 2018

Application period ends: April 23, 2018

General Statement of Duties

The Town of Suffield is seeking a dynamic and experienced professional to lead the Parks and Recreation Department. Ensure a high level of professionalism and customer service for all program participants. Prepare and manage department budget to ensure revenue and program service goals are achieved. Position performs a variety of administrative, professional and supervisory work in direct oversight and control of the Parks and Recreation Department. This is a full-time salaried position that reports to the First Selectman and receives guidance from the Parks and Recreation Commission.

Essential duties

- Plans, coordinates, supervises, and evaluates Parks and Recreation Department operations.
- Plans, promotes and implements a comprehensive and diversified community recreation, cultural, athletic and social program under policies established by the First Selectman and Parks and Recreation Commission. Reviews Department performance and effectiveness, formulates and implements program policies to alleviate deficiencies.
- Operates, supervises and maintains existing parks and recreation areas and facilities; supervise acquisition, planning, design and construction of proposed facilities.
- Coordinates parks and recreation activities, events, programs and plans for recreation areas and facilities with other Town of Suffield departments, community groups, schools and others as required.
- Maintains positive working relationships with school officials, community groups and the public regarding program offerings and coordination of services; promptly and cordially responds to citizen inquiries and complaints pertaining to services and facilities.

The successful candidate for this position must:

- Work independently and have strong interpersonal, communication, organization and problem solving skills.
- Have thorough knowledge of the principles and practices of parks administration and management of recreation programs.
- Have strong computer skills (Micro Soft word, Excel, PowerPoint, and Social Media)

Minimum Qualifications

Bachelor's degree from an accredited college or university with a major field of study in: Recreation, Parks and Leisure Studies, Parks and Recreation Management, Public Administration or a closely

related field, Master's degree in field is preferred. Five (5) years of increasingly responsible experience in the administration of recreation, social and cultural programs and services; management and supervisory experience, park facilities, planning and design. Certified Park and Recreation Professional ("CPRP") (as granted by National Recreation and Park Association), highly desirable. Valid, active Motor Vehicle Operators license required. Passenger license preferred.

Compensation and benefits

\$60,000-\$70,000 annually, salary commensurate with experience • 13 paid holidays per year • paid sick and vacation days • medical, dental and vision insurance • defined contribution plan with Town match • short-term disability, long-term disability and life insurance

How to apply

Applications can be found on the Town of Suffield's web page www.suffieldct.gov under town departments/Human Resources. Mail or e-mail completed application and resume to: The Town of Suffield, Attention Karin Ziemba, Director of Human Resources, 230C Mountain Road, Suffield, CT 06078, kziemba@suffieldct.gov

*The Town of Suffield is an equal opportunity employer m/f/d/v
the above posting is intended as a guide and is not a complete description of the position or process.*