



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: (Reopened) SUPT. OF PARKS AND RECREATION	PAY RANGE: To mid-90's/yr.	CLASSIFICATION/ GRADE: A-11	EEOC Admin.
LOCATION: Parks & Recreation Office Town Hall	APPLY BY: November 26, 2008	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

Under the general administrative supervision and direction of the Town Manager and functional direction of the Board of Parks and Recreation, plans, organizes and directs a comprehensive group of organized recreational, sports and aquatics, social and cultural programs for the community; and oversees the planning for, and care of parks, recreation and other areas and facilities within the Department's jurisdiction.

ESSENTIAL FUNCTIONS:

- Administers, supervises, leads and evaluates program activities in the functional areas of administration, parks and facilities maintenance, recreation programming, leagues and activities scheduling and public relations.
- Responsible for the development and implementation of policy, in conjunction with the Board of Parks and Recreation, for recreational and park usage, priorities and programs.
- Oversees the preparation of and administration of the adopted departmental operating budget and Capital Improvement Plan.
- Attends meetings of Board of Parks and Recreation, providing it with professional and administrative assistance and administering its adopted policies.
- Supervises the employment, assignment and evaluation of full-time, part-time and seasonal employees.
- Responsible for the administration of personnel regulations and collective bargaining agreements within department.
- Provides leadership and direction in development of short and long range planning and evaluation procedures for programs.
- Prepares short and long range plans, anticipating recreational and parks needs, and formulates the required action plans to ensure park facilities and ball fields will be available as needed.
- Organizes, administers and evaluates the use of all public parks and recreational facilities.
- Coordinates departmental maintenance activities, events and programs with park maintenance, other Town departments, and independent agents as warranted.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in recreation, leisure activities, parks management, or closely related field from an accredited college or university, and
- A minimum of five (5) years of progressively responsible experience in municipal or group recreation and park administration work, including three (3) years of supervisory experience.

LICENSE OR CERTIFICATE:

Must possess:

- A valid Connecticut Motor Vehicle Operator's License or ability to obtain one.
- Professional certification as a Certified Parks and Recreation Professional is desirable.

See Job Description for other duties and qualifications. Formal Town application required.

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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