

DIRECTOR OF PARKS AND RECREATION

Position Purpose:

The Director of Parks and Recreation manages the Ayer Parks Department, which includes performing supervisory, administrative, and maintenance work related to the care and maintenance of the Town of Ayer Parks, Town Beach and all recreational facilities; coordinates recreational activities in the Town; performs all other related work as required.

Supervision:

Supervision Scope: Exercises considerable initiative, creativity and independent judgment in the planning, administration and execution of department services, and in the direction of personnel.

Supervision Received: Works under the administrative supervision of the Parks Commission.

Supervision Given: Directly oversees the hiring, training, scheduling and supervision of maintenance employees, waterfront director and other part-time and seasonal employees.

Job Environment:

The job functions are broken into managerial, administrative and maintenance responsibilities.

The majority of the supervisory and maintenance is performed outdoors at municipal park and beach facilities. This work is to be performed in all weather conditions with evening and weekend hours often required. These functions require the ability to operate automobiles, light trucks, dump trucks, tractors, riding lawn mowers, heavy and light power tools and hand tools.

Some managerial and most of the administrative functions of the position are performed under typical office conditions. These functions require the operation the use of a computer, telephone and standard office equipment.

Make frequent contacts with the general public, other town departments and employees, contractors, organizations and town businesses by telephone, in writing, through personal and group meetings. Considerable persuasiveness and resourcefulness is often required.

Has access to department-related confidential information such as bid proposals, personnel records and personal information about citizens, the disclosure of which would cause poor public relations and possible legal actions.

Errors could result in adverse public relations, reduced level of services and have financial and legal repercussions.

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Essential Functions:

(The essential functions listed below are intended only as an illustration of the various types 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)

Managerial Responsibilities

Directly oversee the hiring, training, scheduling and supervision of maintenance employees. Recruits and supervises volunteer individuals and groups for maintenance projects

Directly oversees the waterfront director and works with them in the hiring, training, scheduling and supervision of waterfront safety staff.

Acts as Liaison for the Parks Department with the school and various private recreational entities in town. Oversees the use of the school facilities by all recreational groups associated with the Parks Department, ensuring all security and maintenance responsibilities.

Routinely monitors (preferably hourly and several times per night during busy season) the parks for misbehavior, vandalism or other violations of Parks Department policies.

Creates and manages various sports and recreation programs for the Town of Ayer as desired by the Parks Commission. Puts together various camps run through the Parks Department. Directly manages the K-4 levels of the Ayer Youth Basketball program, including scheduling, coach recruitment and CORI checks, registration, and all other responsibilities of managing the program. Performs weekly skills sessions for various levels of the K-4 levels of basketball. Stores and inventories all equipment used by organizations sponsored through the Parks Department.

Maintenance Responsibilities

Oversees the overall needs and maintenance of the Park Department properties. Maintains, inventories and repairs as needed all vehicles, tools and power equipment in service for the Parks Department.

Mows, trims and edges Parks Department facilities as needed. Applies fertilizer and weed control (preferably organic) seasonally and as needed. Creates and maintains mulch beds for trees, monuments, etc. Clears brush, trims branches and removes leaves.

Removes trash and performs routine sweeps for litter. Repairs damage to signs, monuments and structures due to weather or vandalism. Replenish diesel and gasoline supply as needed. Performs basic plumbing, electrical and other services to buildings as needed. Removes bees

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nests, poisonous plants and other hazards as required. Raises and lowers flags in accordance with federal, state, and local standards.

Works in cooperation with schools to assist with various projects and shared assets. Works in cooperation with Shirley Recreation in the lining and maintenance of shared soccer facility.

Pirone Park Specific Responsibilities

Prepares, lines, edges and maintains playing fields; Services irrigation system; Opens, closes and sanitizes bathrooms daily (April-November); Relines and sweeps basketball courts as needed; Repairs, repaints and maintains picnic tables, bleachers, fences, playground structures, etc.; Sets up and takes down U4-U8 soccer sessions during Spring and Fall seasons.

Beachfront Specific Responsibilities

Tills, grooms and replenishes sand at waterfront and volleyball court as needed; Sets up, takes down and make repairs to docks, guard stand, volleyball and basketball courts; Sets up maintains and dismantles skating rink (December-March); Clears walkways of snow and ice (December-March); Sets up and alternates sprinklers through spring and summer seasons; Routinely sweeps walkways and parking lots; Routinely checks and removes hazardous or undesirable objects within the roped swimming area, such as sharp objects, invasive plants, etc.

Administrative Responsibilities

Maintains office hours for public access. Logs and replies to phone and email messages.

Drafts and manages the annual Parks Department budget and revolving account. Prepares bills for biweekly warrant using MINUS system. Prepares biweekly payroll for Parks Employees. Makes deposits for payment to Park Department with Town Treasurer.

Purchases supplies and services, establishing vendor accounts as needed. Prepares the annual Town Report. Works with the Town IT Director to update the Parks Department Website and provide pertinent information to the public. Routinely reviews and resets surveillance camera.

Attends Parks Commissioner meetings, prepares preliminary agendas and takes minutes. Represents Parks Department at Town Meeting and other departmental meetings as needed.

Schedules recreational and public events at Parks Department facilities, collecting fees as required. Work with the Parks Commissioner chairing AYB to offer administrative assistance to the 5th-8th grade basketball program as needed. Works with the Parks Commissioner chairing AYS to offer administrative assistance to the U4-U8 soccer program as needed. Works with the Waterfront Director to offer administrative assistance to the swim instruction program as needed.

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Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in a related recreational field, Master's Degree desirable; plus at least three years progressively responsible experience in the field of parks and recreation; or any equivalent combination of education and experience.

Special Requirements:

Possession of a valid motor vehicle operator's license

CORI training and certification

CPR certification

Certification by the National Recreation and Park Association and Massachusetts Recreation and Park Association, desirable

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of recreation management.

Knowledge in the area of park planning and maintenance. Thorough knowledge of the principles and practices of recreation management, including park planning and maintenance, project management, municipal budgeting and financial planning. Must have considerable knowledge in the operation and upkeep of the tools and equipment described in the Job Environment section.

Ability: Ability to deal effectively and diplomatically with government agencies, other town employees and the general public; ability to supervise and evaluate the work of professional and non-professional subordinates.

Skill: Excellent customer service skills. Proficiency in the use of computers. Skill in operating and maintaining above mentioned equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintenance duties require moderate to demanding physical effort, spending several hours per day standing, walking and performing strenuous work outdoors, sometimes in adverse weather conditions. Employee required to lift and/or move objects weighing up to 100 pounds.

Administrative duties require employee to regularly walk, stand, sit, talk, and hear; use hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in

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picking up paper, files, and other common office objects. Minimal physical effort generally required for work performed in the office. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)