

Town of Mexico

Mexico Parks and Recreation Department

DEFINITION: Manage, direct, supervise, and coordinate various recreation programs and special events for the Community including the maintenance of parks and related facilities; plan, direct, and supervise the part time staff; manage the Department Budget; facilitate use of all School District athletic resources to community sports organizations; coordinate assigned activities with other departments, outside organizations, and the general public; provide highly-responsible and complex administrative support to the Town Manager.

SUPERVISION RECEIVED AND EXERCISED: Receives general direction from the Town Manager. Exercises direct supervision over part-time staff.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES: Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assume management responsibility for all services and activities of the Parks and Recreation Department.
- ◆ Assume management responsibility for the maintenance of all parks and related facilities.
- ◆ Participate in the negotiation, development, planning, design and implementation of related Town Capital Improvement Projects as well as capital improvements to existing facilities.
- ◆ Continuously monitor and evaluate the efficiency and effectiveness of Department methods, procedures, and programs; assess and monitor workload; identify and implement opportunities for improvement; review with Town Manager where appropriate.
- ◆ Prepare a monthly report for the Select Board.
- ◆ Respond to and resolve sensitive and difficult public inquiries and complaints.
- ◆ Develop, negotiate, and supervise ball field contract; monitor contract for compliance.
- ◆ Supervise, promote, implement, and evaluate various recreational programs for children and adults.
- ◆ Develop, prepare, and administer Department budget, including preparing cost estimates and justifications for budget recommendations, researching, and recommending Capital Improvement Projects, and monitoring and controlling expenditures.
- ◆ Develop and implement Department policies, procedures, and fee schedules; evaluate equity and adequacy of policy and fee schedules on an on-going basis; make revision recommendations as needed.
- ◆ Maintain close contact with school officials and community groups regarding program offerings and coordination of services.
- ◆ Promote and publicize recreation programs and activities; prepare and coordinate the development of program and event publicity, including flyers, brochures, news releases, etc.
- ◆ Review and approve manuals, reports, flyers, and press releases.

- ◆ Prepare and maintain records and evaluation reports on new and on-going program offerings.
- ◆ Recruit, select, train, motivate, schedule, supervise, and evaluate part-time, and volunteer staff; provide staff training; work with employees to correct deficiencies.
- ◆ Perform related duties as assigned.

QUALIFICATIONS: Knowledge of:

- ◆ Modern principles of park planning and design.
- ◆ Modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
- ◆ Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- ◆ Recreational, social, and cultural needs of the community.
- ◆ Principles of facility supervision, facilitation, and maintenance.
- ◆ Manage, direct and coordinate parttime staff.
- ◆ Perform responsible and difficult work involving the use of independent judgment and personal initiative.
- ◆ Interpret and apply Federal, State, County, and City laws, codes, regulations, and guidelines affecting recreation programs and activities.
- ◆ Analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in support of goals.
- ◆ Establish and maintain effective working relationships with staff, volunteers, Selectmen, Commissions and Committees, community organizations, individual citizens, contractors, and vendors.
- ◆ Plan, develop, direct, and evaluate comprehensive recreation programs and services for the Community.
- ◆ Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures for development and implementation of new program areas.
- ◆ Maintain administrative systems for facility and program scheduling, calendaring, and other functions.
- ◆ Participate in long-range and strategic planning.
- ◆ Work effectively under pressure and deadlines with consistent interruptions.
- ◆ Communicate clearly, concisely, and effectively, both orally and in writing.

Experience and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would

be: Five years of increasingly responsible experience in the administration of recreational programming and social and cultural programs and services, including three years of management and supervisory experience. Experience in park facilities planning and design, as well as developing, planning, implementing, and facilitating sports programs is required. Bachelor's degree from an accredited college or university with major course work in recreation, public administration, physical education, or a related field is required. A Master's degree is preferred.

Licenses: CPR and First Aid certificates. Possession of a valid Maine Driver's License and an acceptable driving record.

PHYSICAL DEMANDS: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet, cold and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.



TJ Williams- Chair



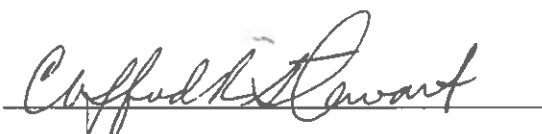
Richie Philbrick- Vice Chair



Randal Canwell



Peter Merrill



Cliff Stewart



Date

