

Cemetery, Parks And Recreation Director Job Description

NATURE OF WORK

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, town-wide parks and recreation program. In addition, this position performs a variety of supervisory, administrative, technical, and maintenance work in the planning, construction, operation, and maintenance of the Town cemetery system.

SUPERVISION EXERCISED

Exercises administrative direction over part time, seasonal staff including the Summer Assistant Recreation Director, Waterfront Director, Cemetery Laborers I & II, other support staff, and contracted or seasonal staff either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; recruits, hires, trains, motivates and evaluates staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Performs or assists subordinates in performing duties; adjusts errors and handles citizen complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Plans, coordinates and directs a diversified year-round, town-wide parks and recreation program including the management of the Prince Thomas Park Waterfront, and various fields, parks and open spaces.

Coordinates the recreation program with other town departments, and outside organizations such as the school district and various community-based organizations.

Reviews program areas, implement changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.

Promotes interest in parks and recreation programs through publicity, with various community groups, and public contacts; speaks before citizens groups, students and other organizations. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding recreation programs.

Prepares and administers budget for all areas under the parks, recreation and cemetery department, orders all new and replacement equipment. Prepares a variety of reports and maintains necessary operating records. Supervises the control of, and is responsible for, all materials and supplies used in the maintenance, construction and repair of town parks and cemetery.

Prepares cost estimates to plan and provide for improvements in the park and cemetery facilities; oversees construction projects and park and cemetery improvements. Maintains liaison with other departments as well as state, local, and other public officials. Answers letters of inquiry and talks with visitors; addresses public and civic organizations, which will inform the public of policies, procedures and the availability of facilities for public use. Performs a variety of public relations and marketing duties; consults with bereaved families as required;

Supervises and manages the planning of new parks, playgrounds and all of the amenities that would be necessary for the proper construction and maintenance of these facilities. Schedules and runs various physical and cultural activities throughout the year, such as sports tournaments, Christmas Tree Lighting, Homecoming, etc.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for rental and use of Community Center and other facilities, setting up tables and chairs for classes, etc.

Coordinates sports programs, registers children for teams, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms. Schedule games and umpires for basketball, soccer, baseball, football and other games.

Orders graves opened and closed; Directs and participates in the recording of all burials; receives and assists with processing burial permits; researches old burial records, checks lots and gives grave locations; Recommends pricing for burial plots; assists in drafting ordinances related to cemetery matters; Plans, organizes and directs the layout, operation and maintenance of cemetery grounds;

Directs equipment operators and maintenance workers assigned to cemetery duty. Ensures the proper maintenance of equipment and tools by supervising the cleaning and checking of equipment and tools after use. Oversees the safety of assigned maintenance workers and equipment operators by instructing individuals in proper safety procedures and monitoring work in progress.

PERIPHERAL DUTIES

Serves as the town Tree Warden; serves as a member of various town employee committees, as assigned; sets agenda and takes minutes for both the Cemetery and Recreation Committee. Assists staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A)** Graduation from a college or university with a bachelor's degree in recreation, education, or physical education including course work in organization and administration,
- (B)** Five years of progressively responsible experience in parks and recreation programs, or
- (C)** Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A)** Thorough knowledge of the principles and practices of modern parks and recreation programs; Thorough knowledge of equipment and facilities required in a comprehensive park and recreation program; Extensive knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities; Considerable knowledge of community recreation needs and resources; Working knowledge of the principles and practices of office management, work organization and supervision. Thorough knowledge of equipment, facilities, materials, methods and procedures used in cemetery systems. Considerable knowledge of the laws and ordinances affecting cemetery operations and the real estate laws affecting cemetery plots; some knowledge of landscaping methods, techniques and materials.
- (B)** Skill in operation of listed tools and equipment.
- (C)** Ability to plan, organize, coordinate and implement a comprehensive community park and recreation program; Ability to coordinate, analyze, and utilize a variety of reports and records; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile, lawn mower, trimmers, and other similar gasoline or electric powered equipment.

Knowledge of operation and use of motorized vehicles and equipment, including, pickup truck, saws, pumps, compressors, common hand and power tools, shovels, wrenches. Skill in use of mobile radio, phone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or 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 or balance; stoop, kneel, crouch, or crawl. The employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

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 near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

MISCELLANEOUS

The duties listed above are intended only as illustrations 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.

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.