

**Town of Natick
Job Description**

Position Title:	Deputy Director Community Services Director of Recreation & Parks	Grade Level:	4
Department	Community Services	FLSA Status	Exempt
Reports to:	Town Administrator <u>Community Services Director</u>		

Supervision Required: This position is responsible for the supervision, administration, coordination, and execution of all programs, services and special events developed and implemented by the ~~two departmental divisions: Recreation & Parks, and Sassamon Trace Golf Course.~~Recreation & Parks Division. This position provides ~~and oversees a visionary and holistic approach to programming to an array of Town-wide community social, educational, supportive and recreational services and programs to the citizens of Natick, designed to meet the needs of an appeal to a diverse and spirited citizenry.~~programs and services designed to help residents stay active, promote social and emotional wellbeing, address gaps in services, and create connections in the community.

Supervisory Responsibility: Incumbent exercises direct supervision over ~~Parks and Reereation~~Recreation and Park staff, including ~~part-time seasonal temporary~~ employees and volunteers.

Accountability: Position is accountable for the performance of division staff and programming, and to ensure for the building of collaborative, cooperative and positive relationships with professionals inside and outside of government.

Judgment: Incumbent must exercise considerable judgment in the execution of ~~her/his~~their duties, requiring thorough knowledge and understanding of municipal policy, administrative best practices and any/all applicable laws or regulation.

Complexity: Successful performance of duties requires complex decision-making in the areas of organizational management, programming and in the development and interpretation of policy.

Confidentiality: Position will ensure for the appropriate management and protection of the confidential information of citizens interacting with program staff in compliance with applicable laws and regulations

Work Environment: ~~General duties provide for a normal office environment~~Work is conducted in various settings including in a typical office environment or in the field at programs or facilities. , not subject to extremes in temperature, noise, odors, etc; although some inspectionEvaluation of of parks and facilities or programs may be conducted in inclement weather or over uneven terrain. Incumbent will be exposed to regular interruptions to assist citizens; may spend extended periods at terminal, on telephone, or operating other office machines requiring eye-hand coordination and

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finger dexterity; will be required to lift and carry files, documents, records, program equipment or supplies, etc; and will be required to travel within the Town and to neighboring towns.

Nature and Purpose of Contacts: Primary contacts are with fellow staff in the Community Services Department, DPW Public Works Department, School Department and Town ~~administration-Administration~~ for the purpose of evaluating, recommending and implementing ~~recreational~~ programs and services. Additional contacts include representatives of federal, state, regional and local agencies, and community organizations for resource support and networking.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Administer comprehensive recreation and parks programming for the Town of Natick. Resources include hundreds of acres of park land, athletic fields, a waterfront beach, municipal golf course, recreation center, and evolving community spaces ~~and passive parks and squares~~ to meet the ~~recreational~~ programming needs and interests of ~~all~~ the Natick community. ~~atick citizenst.~~
- Work with the Community Services Director to ~~Administer-administer~~ park policies, ~~schedules~~ and permit systems for all recreation and park facilities under the jurisdiction of the Town.
- Work with the Community Services Director to ~~d~~Develop and oversee the department's capital and operating budgets; administer expenditures; recommend and oversee collection and accounting of user fees; and maintain all reports and records including the recording of gifts and grants, and the management of Municipal, State, and Federal Funding. ~~Federal and revolving funds for programs and services.~~
- Coordinate with LFNR Supervisor and Director of Public Works to ensure for the safe and efficient ~~maintenance and~~ operation of parks and recreational facilities and equipment. Coordinate long and short-term strategic planning of the town's parks and fields and recommend measures to ensure the protection of these resources.
- Act as liaison between the Town Administration and the Recreation Commission and Conservation Commission; develop and recommend policies to the Director of Recreation & Parks.

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- Encourage and maintain cooperative working relationships with School Department, local community agencies, ~~state and federal governments, corporations, and private local~~ businesses.
- Assess the performance of the Recreation & Parks functions in relation to established goals; evaluate the performance of department personnel, recommend new approaches, policies procedures and long range plans to effect improvement of the efficiency and effectiveness of the Department's facilities and services, and implement policies and procedures.
- Effectively collaborates with the appropriate State, local, and private agencies to ensure the maximization of resources available to the Town.
- Ensure effective collaboration and communication among the divisions so as to enhance service delivery to constituents of all ages.
- Establishes and enhances relationships with agencies and organizations to best meet and exceed the needs of the community without duplication of efforts.
- Works with the Community Services Director to coordinate ~~Develops and implements a fee schedule and facility policies, and oversees overall~~ scheduling necessary to accommodate outside groups seeking ~~to space~~ rent space-als.
- Oversees and ensures the timely preparation and maintenance of records, reports, such as budgets, training materials, personnel records, employee reviews, etc.
- Oversees and supervises the activities of professional and technical staff members and volunteers.
- ~~Assists in the evaluation of the work, staff, and volunteers in order to ensure that programs are of appropriate quality and that resources are used effectively.~~
- Participates in the determination of organizational policies regarding such issues as participant eligibility, program requirements, and program benefits ensuring participant confidentiality.
- Researches, analyzes, and evaluates citizen and community needs to enhance program direction and objectives.

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- Addresses community groups and Boards on a regularly scheduled basis including both local and regional to expound upon purpose, policies and programs affecting the various constituent shareholders.
- Oversees and ensures compliance and fairness in the recruitment, selection and training of all staff and volunteers.
- Responsible for timely submission of ~~all~~ budgets necessary for the administration of all support services, equipment and programming.
- Acts as liaison to department staff and other community organizations regarding programming interpretation, as related to federal, state, and local regulations affecting participants. ~~Performs similar or related work as required.~~
- ~~Oversees and establishes administrative procedures to meet in a timely manner the objectives established by Boards, Commissions, and Town Administration.~~
- ~~Serve as spokesperson for the Recreation and Parks Division, interpreting for the public the general philosophy, objectives, and policies of the department; perform other related duties as required.~~

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- ~~Master's degree in a related field requested, however~~ a Bachelor's degree in Recreation or a related field with a minimum of five (5) years of experience with increasing responsibility, related experience with recreation agencies, recreation facilities, park management and supervisory experience with recreation or related programs ~~required~~ can be substituted. Master's degree in related field preferred.
- ~~Prefer a candidate that is a current MRPA (Massachusetts Recreation and Parks Associations) and/or NRPA (National Recreation and Parks Associations) member.~~
- ~~Duties require five (5) to seven (7) years of progressively responsible work experience in the management of municipal cultural and leisure services, at least two (2) years of which should have been in a supervisory capacity.~~
- ~~Duties require knowledge of recreation and parks equivalent to a bachelor's degree in~~

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~~recreation, administration, public administration, or a related field. Candidate must have a minimum of five (5) years of increasingly responsible, related experience and familiarity with recreation agencies, recreation facilities, and parks management. Masters degree in related field preferred.~~

- Demonstrate experience leading teams and developing programmatic responses to citizen needs.
- Has an understanding of municipal management, finance and governance. ~~essential.~~

Knowledge, Abilities and Skill

Knowledge:

- Extensive knowledge of recreation programming, facilities and practices and of park planning, design and use.

Abilities:

- Ability to plan, organize and implement a comprehensive recreation, parks and human services program consistent with Town-wide priorities and needs.
- Ability to interact with local, state, and regional counterparts to promote and implement activities for all constituents
- Ability to communicate effectively, both orally and in writing.
- Ability to operate a motor vehicle.

Skill:

- Skill in marketing and public relations survey and focus group facilitation.
- Oversee and promote harmonious working relationships among diverse staff members and functions.

Physical and Mental 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 position's essential functions.

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Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

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