

Town of Natick

Job Description

Position Title:	Assistant Director – Resource Allocation	Grade Level:	3
Department	Community Services	FLSA Status	Exempt
Reports to:	Deputy Community Services – Recreation & Parks		

Statement of Duties: ~~The purpose of this position is to carry~~ Incumbent is a supervisor, and carries out responsibilities principally over a large part time staff and volunteers. Work involves work assignments, evaluation of performance and training of staff. Many staff perform work during same work shift, but not all, and many part time employees perform work at locations other than main office. Staff are technically qualified personnel. Most work is planned and carried out in a timely fashion, but work is also susceptible to unforeseen emergencies which must be met and resolved. ~~out management of parks, fields and real property assets within the Community Services Department. Position is directly responsible for the scheduling, renting, & permitting of fields, parks and buildings; supervision of staff; coordination with town departments to assure locations are accessible and maintained; and overseeing capital planning projects for the department.~~

Supervision Required: The employee works under the ~~direction of the Deputy~~ of Community Services Director - Recreation and Parks with support from the Deputy Community Services Director – Council on Aging & Human Services.

Supervisory Responsibility: Incumbent performs work under the general supervision of a department head, which provides policy, guidance and general fiscal controls and sets priorities. However, a great deal of work at this level is performed independently. Incumbent is expected to keep supervisor informed of unusual situations and circumstances and to seek advice in resolving them. Guidelines are mostly in the form of local laws and regulations which have to be observed and followed where they apply. ~~The employee provides supervision to staff and volunteers.~~

Accountability: ~~Errors and omissions in work could result in missed deadlines, missed services, and adverse public relations. To create the positive environment necessary for constructive accountability the Assistant Director should:~~

- ~~Activities are expected to be Carry out~~ ~~duties~~ with minor supervision.
- ~~Must be capable of Setting priorities and working under pressure~~
- ~~Must be able to multi-task, planning several programs simultaneously~~
- ~~Must be able to adhere to applicable policies and procedures as well as enforce policies and procedures with staff and participants~~
- ~~Ability to work well with internal and external participants is essential~~

Judgment: ~~Position requires a high degree of independent judgment grounded in facility management and recreation & parks best practices. Judgement is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making. Requires understanding, interpreting and applying federal, state, and local regulations. The Assistant Director should institute the following practices in the decision making process:~~

- ~~Identify the purpose of your decision~~

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- Identify the principles to judge the alternatives
- Evaluate each choice in terms of its consequence
- Determine the best option and execute
- Evaluate the outcome of the decision

Complexity: The complexity of this work is in the number and types of services and individual programming which must be set in place and carried out by the incumbent. Work calls for a great deal of ingenuity and creativity in providing proposals and options, to meet agreed-to needs. Incumbent has technical expertise and is relied upon to provide guidance to staff. An irregular daily schedule is needed to achieve goals of the department. Fiscal limitations and regulatory considerations require more than ordinary attention.

Confidentiality: Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines. to apply in each case.

Work Environment: The work environment is a changing one but non-threatening, but safety hazards do exist, such as: toxic chemicals in printing, and inherent problems in an older building. Work is done in an office environment and at community parks, fields, and locales. The office setting is busy and interruptions can occur. The employee may spend time at a computer, on a telephone and/or operating office equipment. The employee will be required to lift, carry files, or equipment, program materials and supplies.

Nature and Purpose of Contacts: Primary contacts are with the Deputy Community Services Director – Recreation & Parks for the purpose of receiving general department policy and priorities, and for the exchange of ideas and views on programs. Other contacts are with employees and volunteers for a variety of purposes, including work direction. Still other contacts are with residents, representatives of State, regional and community organizations, and agencies for the purpose of networking. Finally, contacts are with managers, supervisors and employees of other Town agencies for purposes of coordination and cooperation.

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.

- Coordinate Manages the use of all Community Services Department Buildings (Community Senior Center, Cole Center, Mary Bunker, etc) by residents, community groups and town departments including scheduling, staffing, and capital planning.
- Coordinates the scheduling, permitting, and calendaring of all outdoor recreational facilities
- Performs very responsible professional and supervisory responsibilities in assisting in the administration of a comprehensive program of recreation.
- Assists the Director in personnel matters including recruitment, selection and training of department personnel, development and maintenance of good work relationships and evaluation of employee performance.

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- Assists in the preparation, development and management of the fiscal plans and budgets. ~~system for the department~~ ~~Community Services Department in related to facilities.~~
- Researches options and issues, and prepares studies and reports for the Deputy Director ~~Community Services – Recreation & Parks~~ regarding policies, ~~best practices~~, programs and facilities ~~access~~.
- Ensures all users of departmental facilities, use permitted by the school, and outdoor spaces are adhering to established policies. Responsible for all relations with groups using the facilities.
- ~~Interpret the department and department programs to the public through all suitable means.~~
- ~~Establishes, supervises, maintains, evaluates and coordinates all programs, including fund-raising activities.~~
- ~~Effects the purchasing of all needed materials and supplies for programs.~~
- Organizes and oversees department inventory in terms of the accounting and care of recreational and A.V. supplies.
- ~~Assists in the establishment and continuance of cooperative planning and working relationships with local community agencies, professional associations and with other organizations as directed by the Director.~~
- ~~Coordinates the offset press services which are provided to all town agencies.~~
- Maintains positive working relationships with other town departments, private and non-profit institutions, and the public.
- Manages Building Monitors for the Community Services Department.
- Coordinates appropriate coverage at facilities.
- Manages the Community Garden Program.
- Ensures all outdoor recreational facilities are well-maintained through partnering with the public works department.
- Performs other related duties of the class as required.
- Attends programs, special events, trainings, orientations, and meetings as needed.
- ~~Develops & Implements practices and community engagement strategies, including the diversity and equity practices implemented by the Town of Natick.~~

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.

- A candidate for this class of positions must be a high school graduate and hold a Bachelor's Degree in Recreation Administration or related field from an accredited college or university. ~~plus not less than three years of responsible work experience in recreational planning and/or recreational programming in a public or private sector agency.~~
- In addition to formal training, incumbent should have had ~~a minimum of three (3) years from three to five years~~ of progressively responsible work experience in recreational planning and programming ~~in a public or private agency~~, at least two (2) years of which should have been in a supervisory capacity. ~~Demonstrated experience working with community groups and proven experience overseeing community access to buildings, fields, and parks.~~ Other work experience in a related field may; be considered ~~also~~.

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- Candidate must be in general good health and must be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.
- Candidate would have or would be able to become a Certified Playground Safety Inspector.
- Valid MA driver's license required and a reliable means of transportation.
- Working knowledge of Microsoft Office Suite products and recreation scheduling software.

Knowledge, Abilities and

Skill: Knowledge: Knowledge:

- Considerable knowledge of practices, principles and techniques of recreation and leisure services.
- Working knowledge of financial planning and budgeting principles and practices.
- Working knowledge of marketing and public relations practices and techniques.

Abilities: Abilities:

- Ability to network with public and private sector organizations and agencies in recreation.
- Ability to determine the needs of the community for department services.
- Ability to respond to citizen inquiries and/or complaints with tact and diplomacy.
- Ability to receive, understand, interpret and carry out department policies and procedures relating to programs and facilities.
- Ability to supervise others, making work assignments, evaluating their performance and training them.
- Ability to recruit, select and motivate employees to achieve program goals and objectives.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to assist in planning, organizing and directing the programs of the department.
- Ability to plan and to schedule effectively.
- Ability to handle a great deal of details, and to perform such work with a high degree of independent action.
- Investment in working effectively with co-workers, volunteers and diverse populations.

Skill: Skill:

- Skill in the techniques of fund-raising.

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.

Physical Skills:

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- Physical demands in this work, such as lifting, carrying and placing heavy objects, such as: furniture, machines and machine parts and heavy packages, recreation and sports equipment.
- Other physical demands are intermittent.
- Stress occurs in this work, such as; emergency calls at facilities, registrations, ~~handling violent complaints~~ and dealing with paperwork demands.

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