

## Middletown, CT Job Description

<b>Classification Title</b>	Manager of Recreational Services
<b>Job Code</b>	
<b>Department</b>	Recreation & Community Services
<b>Union Group</b>	Teamsters 671
<b>FLSA Status</b>	Exempt
<b>Pay Grade</b>	

### PURPOSE OF POSITION

The purpose of this position is to develop, promote and implement safe, affordable and diverse recreational, social and cultural programs for Middletown residents. ~~The work is performed under the direction of the Director of Recreation and Community Services.~~

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Develops and implements new recreational, social and cultural programs.  
Ensures accessibility, affordability and diversity.  
Reviews, evaluates and updates existing programs. Reviews all internal complaints regarding discrimination issues. Ensures compliance with health and safety requirements.
- Prepares and oversees youth camps and operation of two swimming facilities.
- Maintains safe, healthy, social and recreational Senior & Community Center.
- Manages and supervises department employees.  
Selects new employees.  
Provides training and instruction.  
Plans, coordinates, schedules, assigns and reviews work.  
Maintains standards; allocates personnel and evaluates performance.
- ~~Directs the Recreation Division in the absence of the Director.~~
- ~~Monitors the supervision of activities offered by the Recreation Division. Coordinates safety policies and procedures and personnel at City aquatic facilities. Coordinates annual firework display in consultation with the Mayor's Office; Fire, Police, Emergency Management, Coast Guard and other agencies.~~
- Assists in preparing and administering the recreation division al-portion of the department budget. Assists with grants, collection and accounting of recreation division activity funds. Prepares a variety of statistical reports.

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- ~~• ; writes and administers state, federal, municipal and corporate grants; solicits funds from corporate and private donors to supplement City budget; maintains all financial records; monitors financial aid programs according to ordinances.~~
- Creates and reviews all public information and artwork to promote programs and services including brochures, flyers, and press releases.
- Responds to questions, complaints and recommendations from participants, residents and the public.
- Researches new ideas for leisure activities, educational and recreational programs.
- ~~• Reviews and revises contracts and bids with department vendors; prepares and review purchase orders for recreational supplies and equipment.~~
- ~~• Prepares a variety of reports, documents and correspondence.~~
- ~~• Creates and maintains network of City officials and community leaders to legislate department needs; sits on advisory committees regarding youth, family, seniors and accessibility issues; coordinates programs for disabled children. Attends conferences and seminars. Conducts staff meetings.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree in Recreation and Leisure Services and at least four years of experience in Municipal Recreation. ~~or a related field with eight years of progressively responsible program development/management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

#### Other

- ~~• Must have a valid Connecticut Driver's License.~~

### PREFERRED QUALIFICATIONS

~~-At least six years of experience in Municipal Recreation with one year in a Senior Center. Certified Park and Recreation Professional.~~

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### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid to upper level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of risk management, Red Cross Standards, Americans with Disabilities Act, City ordinances, OSHA and administration of medication~~
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as budgets, contracts, grants, applications, brochures and flyers, schedules, evaluations, manuals, policies, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the director and all department personnel, other City departments, support and community groups, councils and commissions, emergency response personnel, the media and the public. Knowledge of recreational, social and cultural programming~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals. Must possess strong organizational skills~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions 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.*

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to*

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*qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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