

NOTICE OF VACANCY
PLEASE POST

TITLE: Superintendent of Park/Recreation and Community Service Director

POSITION STATUS: Full-time, non-union, 35 hours per week, with benefits

SALARY: Up to \$88,000.00 commensurate with experience

JOB SUMMARY:

Under the broad direction of the Mayor and the Park and Recreation Commission, the Director oversees the development, management and day to day operation of the Parks and Recreation Department and the Council on Aging. The Director performs a variety of complex professional and administrative tasks in planning, developing, scheduling, directing and implementing year-round, city-wide parks and recreation and community service programs geared to all age groups.

SUPERVISION EXERCISED:

Exercises direction over the Director of the Council on Aging, Golf Course Manager, Winter Island Manager, Witch House Manager, social workers, general foreman, park maintenance staff, clerical and support staff, and part-time, contracted or seasonal personnel.

DUTIES AND RESPONSIBILITIES:

Plans, coordinates and directs a diversified year round, city-wide parks and recreations program including the management of the City's parks, golf course, ball parks, swimming pool, and various fields, parks and open spaces. Coordinates the recreation program with the parks program, other city departments, and outside organizations such as the school districts and various community-based organizations.

Reviews program areas, implements 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, joint program brochures with various community groups, and public contacts; speaks before citizens groups, students and others as needed. Attend City Council meetings and neighborhood association meetings and other meetings as needed to represent the Department.

Hires and supervises staff including managers of the Witch House, Winter Island, McCabe Marina and Olde Salem Greens Municipal Golf Course. Organizes, plans, coordinates, evaluates, and direct work of professional staff and other support employees.

Works with the Director of Public Services to coordinate the maintenance of parks, playgrounds and recreational facilities for use by recreation leagues and community/recreation programs, as scheduled with approval of the Park and Recreation Commission.

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 city parks. Orders all new and replacement equipment.

Prepares cost estimates to plan and provide for improvements in the park and recreation facilities; oversees construction projects and park improvements.

Assists in hiring, overseeing and providing supervision to at least 60+ seasonal employees, who include, but are not limited to: those hired for the playground programs, summer camps, counselors and coaches.

Provides leadership to develop customer service initiatives and provide quick problem resolution for community members from seniors to recreation program participants to citizens utilizing public parks or recreation areas.

Spearheads planning for special events and new initiatives for seniors.

Works closely with youth sports groups, neighborhood groups and Friends of COA & Winter Island.

Oversees all grants for the department, meeting appropriate deadlines. Works with other city departments to coordinate all aspects of the recreation and community services for residents.

Oversees all Park rentals and leases.

Seasonally oversees the management of the City swimming pool.

Sets and post agendas for all Park and Recreation Commission meetings and Council on Aging Board meetings

Prepares and continually monitors departmental annual budget, including the Capital Improvement Program.

Supervise and manage the planning of new parks, playgrounds, recreation facilities and all of the amenities that would be necessary for the proper construction and maintenance of these facilities.

Schedule, provide logistical assistance for, and run various activities throughout the year, which include but are not limited to: sports tournaments, community-wide events, road races, and events for seniors.

Other duties as assigned by the Mayor or the Commission.

KNOWLEDGE, SKILLS, AND ABILITIES:

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 for all ages. Experience with and knowledge of the principles and practices of office management, work organization and supervision.

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.

Knowledge of Microsoft Office Software, including Word, Excel and Outlook.

EDUCATION AND EXPERIENCE:

Bachelor's Degree in Parks and Recreation Management, Park, Recreation and Leisure Studies or related field, plus ten years experience in developing and/or managing recreational programs and facilities, preferably in a municipal environment; or any equivalent combination of education and experience.

Extensive experience with developing and managing programs for the senior population, and experience in monitoring of the same.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

Interested applicants are encouraged to apply to jobs@salem.com. Position will remain open until a candidate is selected.

City of Salem
Human Resources
120 Washington Street, 4th floor
Salem, Massachusetts 01970
Attention Lisa B. Cammarata

DATED: DECEMBER 9, 2015

The City of Salem is an equal opportunity employer EEO/AA.