



CITY OF MIDDLETOWN
VACANCY ANNOUNCEMENT

POSITION TITLE: DIRECTOR OF RECREATION & COMMUNITY SERVICES

SALARY RANGE: \$71,260 – \$105,497

The City of Middletown is accepting applications for the position of Director of Recreation & Community Services. This position is located in the Recreation & Community Services Department. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on November 30, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at www.Middletownct.gov. Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB

FUNCTIONS: Bachelor's degree in Recreation, Public Administration, Business Administration or a related field with eight years of progressively responsible recreation, senior services and community services management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

POSITION PURPOSE: Plan, Direct and manage comprehensive Community based programs for city residents of all ages. Implement recreational, social and cultural programs to improve the quality of life within the City of Middletown. The work is performed under the direction of the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of): Plans, directs and manages the operations of the Recreation and Community Services Department; ensures compliance with all health and safety regulations and requirements. Coordinates the implementation of general policies and program review with the various City Commissions; Plans, develops, coordinates, implements evaluates and monitors a variety of community recreational, social and cultural programs for both Recreation Division and Senior Services Division. Reviews and evaluates recreational, facilities and grounds with the Director of Public Works. Prepares and administers department budgets; oversees department grant requests to state and federal funding sources. Oversees the collection and accounting of departmental activity fund. Supervises department staff; provides instruction and training; plans, coordinates, assigns and reviews work; maintains standards and evaluates performance. Responds to questions, inquiries and complaints from participants, residents and the public. Implements policies and procedures to ensure efficient use of employee time and resources. Prepares a variety of statistical and narrative reports for the Mayor, Common Council, City Departments and Commissions. Manages and schedules programs, projects and uses the Senior Center. In consultation with the Director of Public Works, manages facility maintenance and repairs at the Senior/Community Center. Provides and oversees public outreach regarding senior issues through various forms of programs and media. Performs other related functions as assigned or required.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Issued: 11/02/16