

## Town of Natick

### Job Description

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

**Statement of Duties:** The purpose of this position is to carry 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 Community Services Director - Recreation and Parks with support from the Deputy Community Services Director – Council on Aging & Human Services.

**Supervisory Responsibility:** 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.

**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.

**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 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 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.

**Work Environment:** 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,

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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.

- 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
- Assists in the preparation, development and management of fiscal plans and budgets.
- 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.
- Organizes and oversees department inventory in terms of the accounting and care of recreational and A.V. supplies.
- 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
- 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.
- Performs other related duties as required or assigned.

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#### **Recommended Minimum Qualifications:**

##### **Education and Experience:**

- A candidate must hold a Bachelor's Degree in Recreation Administration or a related field from an accredited college or university.
- Candidate should have a minimum of three (3) 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, 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
- 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.
- 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.

##### **Knowledge, Abilities and Skill:**

- 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.
- Ability to network with public and private sector organizations and agencies.
- 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 perform work with a high degree of independent action
- Working knowledge of Microsoft Office Suite products and recreation scheduling software
- Investment in working effectively with co-workers, volunteers and diverse populations.

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#### **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:**

- Physical demands in this work, such as lifting up to 50lbs, 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, 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*