

**TOWN OF UXBRIDGE
21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8600**

NOTICE

POSTED: April, 18 2023

NOTICE: 1 Part-Time Job Opening
Hours: 19 hours per week

CLASSIFICATION: Recreation Director

GRADE: Salary

DIVISION: Town Manager

REQUIREMENTS: Per Attached Job Description

HOURLY WAGE: \$25.00-\$35.00 per DOQ

AVAILABLE: 05/02/2023

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Uxbridge Town Hall, Attention: Benefits, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Applications will be accepted until the position is filled.

Posted: Town Hall, Library, Fire Dept, DPW, Council on Aging, Police Dept.

The Town of Uxbridge is an Equal Opportunity Employer

**TOWN OF UXBRIDGE
RECREATION DIRECTOR
JOB DESCRIPTION
(Part-time 19 hours)**

Position Purpose:

The Recreation Director shall be responsible to the Town Manager or their designee for the effective operations of the Recreation Department. The Recreation Director shall supervise all activities of the Recreation Department.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks.

Supervision Received: Works under the direct supervision of the Town Manager or their designee. Generally, establishes own work plan; responsible for planning and carrying out assignments; works independently; resolves conflicts and as required coordinates work efforts with other departments; and keeps the Town Manager informed of progress, problems and implications of decisions.

Supervision Given: None.

Job Environment:

The work environment characteristics 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.

Operates computers, printers, facsimile machine, copier, scanner, calculator, postage meter, and other standard office equipment.

Makes frequent contact with the general public, town departments, state agencies, school departments and volunteers. Purpose of contacts is to obtain or provide information or assistance, resolve operational problems and to comply with department, municipal policies and regulations. Contacts are primarily in person, email and by telephone, and involve discussing routine and semi-complex information. Contact with the public requires considerable patience and courtesy.

Confidentiality: Has access to departmental related confidential information and applications, requiring appropriate judgement and discretion.

Accountability: Errors in judgment or inaccuracies in work could result in reduced levels of service and loss of municipal tax revenue.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

Include the following; other duties may be assigned.

- The Recreation Director shall conduct any form of recreation or cultural activity that will employ the leisure time of the people in a constructive and wholesome manner.
- Create, provide, conduct, coordinate scheduling and supervise activities at public playgrounds, playfields, indoor recreation centers and recreation areas and facilities, and such other places as may from time to time be available to the town for the conduct of such programs. The Recreation Director, subject to policies adopted by Select Board, Town Manager or any relevant Board or Commission for the Town of Uxbridge, may conduct such activities on property under the control of the town, on other public properties with the consent of the agency having authority over such property, and on private properties with the consent of the owners.
- Assures superior customer service via appointments, walk-ins, meetings and resolution of more difficult customer service requests.
- Is the liaison on behalf of the Town and provides support to certain boards, commissions and organizations regarding recreational and cultural activities, such as but not limited to the Uxbridge Recreation Committee, Uxbridge Cultural Council, Pout Pond Committee, Open Space Committee, and the Uxbridge First Night Committee.
- Maintains park usage policies, rules and regulations for approval by the Town Manager and the Select Board.
- Manages use of the Town Common, McCloskey School and Hecla Street Basketball Courts, the Town Skate Park, Town Fields and Parks, while ensuring that all usage is following rules and regulations relating to same.
- Organizes and coordinates the field/court use schedule, while ensuring sport teams' adherence to rules and regulations.
- Determines and administers the department fee structures, such as field use fees.
- Handles collection of insurance certificates and C.O.R.I. verification.
- Sources, writes and administers grant opportunities related to the Recreation Department.
- Properly procures purchases, creates specifications and obtains bids for park related needs.
- Responsible for the development of the Department's annual operating budget and capital requests.
- Maintains oversight of payroll for the department, invoice warrants and record keeping/filing.
- Pay particular attention to safety. For instance, is aware of EEE mosquito borne diseases, and safety precautions which need to be implemented. Consult with the Town Manager regarding closure of the Parks if need be in conjunction with the Board of Health and State officials when a valid EEE threat exists, i.e. when safety levels rise. Works with the Board of Health and the Highway, Parks and the Historic Cemetery Committee to apply signage to alert the public of these threats. Work with police and Board of Health on possible rabies-suspicious animals.
- Works closely with the Police Department in reporting and monitoring criminal activity in the parks.
- Works closely with DPW Superintendent on coordinating preparation of fields.
- Works closely with other Town Departments as needed.
- Helps during special events, such as the Uxbridge First Night.
- Examines the level of services provided in other communities to ensure the Town of Uxbridge provides the equivalent of or greater service to its citizens.
- Ability work and communicate with independent contractors to provide programming, community and town events already in-place and develop new ones.
- Meets regularly with the Town Manager or their designee to develop goals and objectives for the department and to measure and evaluate the performance of functions.

Recommended Minimum Qualifications:

Education, Training and Experience:

The Recreation Director shall hold at least a bachelor's degree and shall have had at least three years of progressively responsible experience in public or governmental administration or like industry.

Special Requirements:

Valid Driver's License

Knowledge, Ability and Skill:

Knowledge: Working knowledge of office practices and procedures, forms, and equipment. Excellent working knowledge in Microsoft Word, Excel and Outlook. Complete knowledge of the use of office and data processing equipment, business arithmetic, business English and spelling.

Ability: Ability to prepare, type, and proofread correspondence and reports as to form and logic flow. Ability to deal with the public in a courteous and tactful manner. Ability to follow and understand oral and written instructions and to make routine decisions in an independent manner in accordance with established procedures. Aptitude and attention for details and accuracy.

Skill: Skill in utilizing personal computers, popular word processing, database, financial and spreadsheet applications. Excellent planning and organizational skills, prioritize tasks, and ability to manage multiple tasks promptly and effectively with interruptions. Excellent customer service skills to deal tactfully and effectively with the public, maintaining a courteous and polite manner.

Physical 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 essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance or stoop.

The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)