



**Town of Farmington**  
**153 Farmington Falls Road**  
**Farmington, ME 04938**

**Position: Director/Department Head**  
**Department: Parks and Recreation**

### **GENERAL PURPOSE**

Performs a variety of complex professional and administrative work in planning, developing, scheduling, directing, and implementing a year-round, town-wide parks and recreation program.

### **SUPERVISION RECEIVED**

Works under the broad policy guidance and direction of the Town Manager.

### **SUPERVISION EXERCISED**

Exercises administrative direction over the Assistant Recreation Director and other support staff, part-time, contracted, volunteer, and seasonal personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to supervisor; makes presentations to supervisor, boards, commissions, civic groups, and the general public.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances;
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.

- Plans, coordinates, and directs a diversified year-round, town-wide parks and recreation program including the management of the community center and various fields, parks, and open spaces.
- Reviews program areas, implements changes or new programs to meet recreational needs of the community.
- Promotes interest in parks and recreation programs through publicity, and public contacts; speaks before citizens groups, students and other organizations.
- Prepares and administers budget for all areas under the parks and recreation department; orders all new and replacement equipment.
- 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 town parks.
- Prepares cost estimates to plan and provide for improvements in the park facilities; oversees construction projects and park improvements.
- Maintains liaison with other departments as well as state, local, and other public officials.
- Answers letters of inquiry and talks with visitors; addresses public and civic organizations which will inform the public of policies, procedures and the availability of facilities for public use.
- Schedules and runs various physical and cultural activities throughout the year.
- Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, making arrangements for rental and use of Community Center and other facilities, setting up tables and chairs for classes, etc.
- Serves as a member of various city employee committees, as assigned.
- Performing semiskilled labor, when necessary, to ensure the desired appearance of playing fields, court surfaces, and other recreational areas.
- Researches and evaluates recreational facilities needs for the purpose of submitting grant applications for possible federal matching funds.
- Develop and conduct fundraising activities for deserving causes.
- Convenes and spearheads Farmington Recreation Committee regularly to advocate and discuss recreation policies, potential capital improvements, budgetary needs and solicit citizen support for decisions affecting ongoing programs.
- Solicit volunteer assistance in support of various programs and special events.
- Perform job performance evaluations.
- Provide technical assistance to unaffiliated recreation-oriented organizations.
- Oversee security and safety of all municipally owned recreation areas.
- Mobilize public support to achieve short-term or long-term recreational goals.
- Serves as a role model for local youth- imparting and displaying proper attitudes during sports competitions and good sportsmanship.
- Serves as primary contact to the public for introduction of recreational services provided by the Town.
- Responds to questions and concerns proffered by local citizenry about recreation matters and facilities.
- Performs all typing necessary for dissemination of program information.
- Creates and/or develops graphic artwork and illustrations used in program or event promotional materials.

## **QUALIFICATIONS**

### **Education and Experience:**

- Graduation from a college or university with a bachelor's degree in parks and recreation, community health, public administration, or related degree; master's degree preferred.
- Certified Parks & Recreation Professional, or ability to obtain certification within one (1) year
- Five (5) years prior experience in a parks and recreation department with progressively responsible experience in parks and recreation programs and facilities.
- Any equivalent combination of education and experience.

### **Necessary 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; Working knowledge of the principles and practices of office management, skating rink maintenance, pool maintenance and operation, work organization, and supervision.
- Skill in the operation of listed tools and equipment.
- 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.
- Public speaking ability;
- Working knowledge of preliminary treatment of basic sports injuries, cuts, and abrasions;
- Ability to establish and maintain effective working relations with representatives of area institutions, social service clubs, and the general public.

## **SPECIAL REQUIREMENTS**

Valid state driver's license or ability to obtain one.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; and automobile.

## **PHYSICAL DEMANDS**

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 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, or crouch.

The employee must occasionally lift and/or move up to 100 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.

## **WORK 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 essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic, or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

The duties listed above 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.

The 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.

## **SALARY RANGE**

\$65,000 - \$73,000/ year depending on experience and qualifications

Applications are available in the Town Office or online at <https://www.farmington-maine.org/i-d-like-to/apply-for-a-job/available-positions>

Applications may be mailed or hand delivered to 153 Farmington Falls Road, Farmington, ME 04938 or emailed to [info@farmington-maine.org](mailto:info@farmington-maine.org)

Town of Farmington is an Equal Opportunity Employer

*Revised September 19, 2024*