



**NOTICE OF VACANCY
August 2, 2016**

POSITION: Deputy Director

DEPARTMENT: Parks and Recreation

SALARY: D-1 \$86,578 - \$100,100

HOURS: Monday – Friday 8:30am to 5:00pm

Position Purpose:

Responsible for administrative, technical and supervisory management and oversight of the Department comprised of the Departments of Park Maintenance, Recreation and Leisure Services, Callahan Senior Center, Loring Ice Arena and Cemeteries. This position assists the Director in all duties. Performs all other related work as required.

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.)

- Supports the Division Director through oversight of six Directors/Department Heads, the Division Financial Manager, and the Division Operations, Managers, and others.
- Delegates authority to subordinate supervisors and holds them accountable for the performance of their unit's work. Subordinate supervisors are expected to implement "best management practices" in order to maintain the incremental progress towards the greater strategic goals of the Division Director; Town Manager, and Board of Selectmen.
- Evaluates the existing conditions and assists with the development and implementation of plans for the construction, maintenance, and repair of the Town's critical infrastructure related to Parks, Recreation, and Cultural Affairs. This includes facilities consisting of 64+ formal athletic fields (nine with extensive sports lighting infrastructure), 16 official tennis courts (10 with extensive night lighting infrastructure), 15 formal basketball courts (5 with extensive night lighting infrastructure), 600+ acres of active and passive parks, the Maintenance and Operations Facility, fleet vehicles and equipment, Bowditch Athletic and Cultural Complex, Cushing Memorial Park, Loring Ice Arena, the Callahan Senior Center, town beaches, Danforth Gymnasium, several miles of walking trails, as well as all associated, parking areas, irrigation systems, restrooms, support buildings, utilities, and systems.
- Assists with the development, prioritization, and presentation of annual operating and capital budgets for the Division to various boards, commissions, committees, the CFO, Town Manager, and Town Meetings. Ensure presented plans are aligned with the broader goals and objectives of the Town Manager and the Board of Selectmen.
- Work closely with Department Directors to effectively develop, prioritize, implement, and measure outcomes for Division-wide programming to ensure service delivery is meeting expectations

- Ensures the safety of employees and the general public related to operations, use, and maintenance at staffed and unstaffed Town facilities under the care and custody of Parks and Recreation.
- Provides emergency response related to weather, facilities issues, and operational services during all seasons of the year. Work routinely requires site visits to facilities, programs, and special events '1 own-wide to inspect work being performed a by Town forces, contractors, and consultants. Service delivery requires working early mornings, nights, and weekends.
- Oversees the scheduling, usage, and coordination of support maintenance required to effectively execute 14,000+ scheduled events per year at both indoor and outdoor Town facilities.
- Maintains excellent interdepartmental and environmental working relationships and ensures effective cross-communications and coordination of Divisional resources to promote a town wide team approach Towards public services delivery.
- Assists with the development and implementation of short and tong-range goals and objectives; monitor progress and measures statistics to ensure Division-wide service delivery is meeting expectations.
- Assists with a wide-range of human resources oversight including staff recruitment, hiring, collective bargaining, qualitative performance reviews, and disciplining of Divisional staff.
- Ensures compliance with State/Federal requirements including CORI checks, MCAD issues.
- Hires and oversees consultants, designers, engineers, architects, and contractors as necessary to accomplish planning, implementation of services, and facility improvements.
- Monitors and inspects ongoing operations directly to ensure effectiveness of services and programs for all 5 Town departments.
- Acts as the spokesperson for the Division concerning events and incidents that arise as a result of programs or services offered.
- Responsible for the instruction of Divisional staff in the appropriate customer service protocols and procedures.
- Oversee proper procurement procedures. Identifies and secures alternative resources to supplement the general fund operating budgets including grants, gifts, and donated services/equipment/materials in support of divisional operations and services.
- Serves as a Town advocate for Parks, Open Space, Recreation, Elder Services, Loring Arena, and cultural programming.
- Develops reports as required by Town Meeting, Town Manager, Board of Selectmen, Park Commission, Cemetery Commission, Council on ;1gin~, Loring Arena Committee, or Chief Financial Officer in order to explain operational initiatives and account for service delivery expenditures.
- Works Directly with appropriate State and Local Agencies to ensure Divisional compliance with applicable statutory requirements.
- Assists with the preparation of Town Meeting Articles including support materials. Attends regular meetings with Parks and Recreation Commission, Cemetery Commission, Council on Aging, and the Loring Arena Committee to establish and guide policy development in conjunction with statutory requirements.
- Determines land use issues for the Town, including negotiating purchases, drafting leases and licensing agreements, and executing other agreements that advance the recreation or cultural makeup of the Town.
- Maintains memberships and relationships with industry professional and technical associations, attend professional education sessions on an on-going basis, and stay current with industry trends.

- Conducts long-range visioning for the services and infrastructure for the Division of Parks, Recreation, and Cultural Affairs.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree preferred in Parks and Recreation Management, Public Administration, Business Administration, or a related field; seven to ten (7-10) years of responsible experience; three to five (3-5) years in a supervisory capacity, preferable operating a full-service municipal department; or any equivalent combination of education, training and experience. Possession of Class D Motor Vehicles Operator's License. Certification with the National Park and Recreation Association, preferred.

Knowledge, Ability and Skill:

Knowledge: Comprehensive technical and practical knowledge of the materials, methods and techniques relative to a modern Park Maintenance Operation, Recreation Programing, Recreation facilities and Municipal Cemeteries. Thorough knowledge of public municipal financing, capital planning, construction oversight and project management. Working knowledge of cemetery laws as they pertain to finances and operations. Working knowledge of specialized computer hardware and software in support of department operations.

Ability: Ability to develop and clearly define and communicate strategic goals for the Department. Ability to establish and maintain effective working relationships with people of all ages. Ability to plan and develop innovative, cost-effective programs. Ability to communicate clearly and effectively in both written and oral forms. Ability to prioritize and manage multiple tasks in a detailed, organized and timely manner.

Skill: Exceptional organizational skills. Excellent customer service and interpersonal skills. Skill in coordinating various program and projects simultaneously; strong leadership and supervisory skills; and proficiency with computers, software, spreadsheets, publishing and social media applications.

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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs all operational duties under very little supervision. Must exercise independent judgment on a daily basis.

Supervision Received: Works under the general direction of the Town Manager; with policy direction of the Parks & Recreation Commission and Cemetery Commission, Council on Aging and Loring Arena Committee.

Supervision Given: Supervises directly four (4) Department Directors, a Deputy, financial Manager, Operations Manager and other subordinate staff.

Job Environment:

- Work is generally performed in a moderate noise environment under general office conditions but with frequent interruptions from the general public. Field work is occasionally conducted outdoors with exposure to various weather conditions
- Operates computer equipment, printer, facsimile machine, telephone, copier, and all other standard office equipment; operates and utilizes all equipment and tools pertaining to recreational facilities.
- Has high degree of interaction with general public, community and civic leaders, Town Counsel and local, state and federal government officials. Contacts are in person, by phone, email and in writing and involve an information exchange dialogue.
- Errors could result in adverse public relations, loss of funds, reduced level of services, and injury to staff and the public, as well as legal ramifications.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.