

**TOWN OF GROTON
NOTICE OF JOB OPENING**

POSITION: **DIRECTOR OF PARKS & RECREATION**
Non-union, full-time position, 40 hours/week

SALARY RANGE: \$85,233 - \$100,531

REQUIRED QUALIFICATIONS: Requires ten years employment in a formal parks and/or recreation agency of which not less than five years shall have been in an administrative capacity. Master's degree in parks and/or recreation administration, Public Administration, or a field related to the administration of recreational programs and properties. A combination of education and experience which demonstrates the ability to successfully meet the requirements of the position may be considered. Certified Parks and Recreation Professional (CPRP) certification required.

Considerable knowledge of the philosophy of planned community recreation; thorough knowledge of the equipment for planned recreational programs; demonstrated administrative ability; considerable knowledge of the organization, development and maintenance of a comprehensive community recreation program involving the operations of four division; recreational services, senior services (Groton Senior Center), parks and forestry and Shennecossett Municipal Golf Course, responsible for the operation maintenance and management of all Town-owned recreation, park and open space facilities, knowledge of budget administration; considerable knowledge of contract administration; considerable knowledge of allied human services, specifically as it pertains to elderly and problem youth.

Excellent communication skills both verbal and written. Ability to read, analyze and interpret business and professional journals, financial reports and legal documents. Skill in sensitively and effectively responding to inquiries and complaints from customers, regulatory agencies and the business community. Ability to effectively prepare and present information to top management and public groups. Ability to define problems, collect data, establish facts and draw valid conclusions. Able to appropriately deal with a variety of abstract and concrete variables.

REQUIRED CERTIFICATIONS/LICENSES: Valid Motor Vehicle Operator's License.

Individuals with disabilities who will need reasonable accommodation to complete the selection process should inform the Human Resources Office on or before the application deadline. Documentation supporting the need for this accommodation may be required.

SELECTION PROCEDURE: Review of applications/resumes with best qualified candidates eligible for oral interview.

APPLICATION PROCEDURE: Applications are available at the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or www.groton-ct.gov . Applications must be returned to the Human Resources Office on or before **March 2, 2012.**

Douglas R. Ackerman
Director of Administrative Services