



TOWN OF AVON, CONNECTICUT

The mission of the Town of Avon is to provide quality town services at a reasonable cost to citizens and taxpayers.

RECRUITMENT ANNOUNCEMENT DIRECTOR OF RECREATION AND PARKS

The Town of Avon is seeking an experienced professional to join the Town's management team as the Director of Recreation and Parks. The successful candidate will be a dedicated, positive, effective team player with experience in the field. The Director of Recreation and Parks is a direct report to the Town Manager. For more information on the Town of Avon, candidates are encouraged to visit our website: www.avonct.gov. The Town of Avon is an Equal Opportunity Employer.

Application for Employment (under "Job Opportunities" at www.avonct.gov) must be completed and returned with a resume by 4:00 p.m. on Friday, May 3, 2024, to:

Human Resources
60 West Main Street, Building #5
Avon, CT 06001

The annual salary range is \$77,292 - \$108,136. Salary will be commensurate with experience and qualifications. Benefits include Medical and Dental Coverage, Defined Contribution Plan with employer contribution and paid vacation, sick, personal, and holiday leave.

ABOUT THE TOWN OF AVON:

Avon, formerly Northington or North Parish of Farmington, was settled in about 1645. In 1830, after the construction and opening of the Towpath Canal, Avon was incorporated as a Town and took its name from the Avon River in England. Avon is located approximately ten miles west of metropolitan Hartford and encompasses a land area of approximately 23 miles. The total population is about 18,900.

Avon is a desirable low-density suburban community with excellent schools and a high standard of living. Avon is fortunate to have a well-balanced diverse mix of business and industrial uses, medical services, and a variety of quality housing. The strength of the Town of Avon's economic circumstances and quality of municipal government are reflected in the Town's bond ratings, which remain at the highest levels obtainable, as awarded by Moody's Investors Service, Aaa, and by Standard & Poor's, AAA.

Avon is fortunate to have a stunning, natural landscape which includes three prominent ridgelines, more than seven miles of the Farmington River, broad expanses of floodplain, farmland, and large, unfragmented areas of upland woodland. The Town's fourteen parks and recreational areas, comprising approximately 1,174 acres, and twenty-two linear miles of hiking and multi-use trails provide the public with active and passive recreational opportunities to access and enjoy these precious natural features year-round.

THE ORGANIZATION:

The Town's first charter was adopted in 1959 and has been amended several times, most recently in 1998. The Charter provides for a five-member elected Town Council as the principal legislative body and the Town Manager as Chief Executive Officer.

The Town provides municipal services in the functional areas of police, public works, engineering, health and social services, recreation and parks, library, and community planning and development. Fire protection services are provided by the Avon Volunteer Fire Department and public health services are provided by the Farmington Valley Health District. The Town employs approximately 111 full-time employees and 60 regular part-time employees.

Additional information about the Town can be found at www.avonct.gov

THE RECREATION AND PARKS DEPARTMENT:

Mission Statement: The Avon Recreation and Parks Department is committed to providing opportunities to participate in recreational programs and have access to parks so that people of all ages and abilities can stay active and enjoy the benefits of a healthier life.

The Director is responsible for the direction and administration of the Recreation and Parks Department including the organization, development and direction of recreation programs and recreational facilities. These facilities include the Senior Center and pool facility.

The Recreation and Parks Department is comprised of six General Fund Divisions: Administration, Parks, Swimming Programs, Organized Programs, Community Activities, and the Senior Center, and 4 Special Revenue funded Divisions. Under the guidance of the Director of Recreation and Parks, this department administers, organizes, and develops recreational programs while maintaining its recreational facilities, the Senior Center and outdoor pool facility.

CANDIDATE PROFILE:

The Town of Avon is seeking an experienced professional with a thorough knowledge of the principles and practices of recreation programming and municipal recreation administration, parks administration and grounds maintenance. Works under the general direction and supervision of the Town Manager. Work is carried out with considerable independence and judgement to reach desired results. An ideal candidate will possess the following characteristics, knowledge, skills and abilities:

- Bachelor's degree in Recreation Administration, Physical Education, Public Administration, or a closely related field and 6 years of increasingly responsible recreation administration experience, including at least three years in a supervisory capacity, or any equivalent combination of education and experience.
- Recognition by National Recreation & Park Association as a Certified Park and Recreation Professional (CPRP).
- Valid driver's license.
- Ability to apply principles of recreational administration to solve practical problems and to deal with a variety of variables in situations where only limited standardization exists.
- Possess administrative leadership skills to initiate and successfully complete comprehensive recreational and park programs and projects, including contract administration.

- Ability to effectively communicate with community organizations, public and the media is essential. Must establish and maintain collaborative working relationships.

Essential Duties of this position include:

- Develop, prepare, and administer a detailed operating budget for a multi-faceted operation with several divisions. Oversees the collection and accounting of various fees and charges.
- Hands-on supervisor of daily administrative operations with staff in the area of recreational programming (non-sports and sports leagues) and scheduling of all activities and their locations. Provide personnel performance, coaching, counseling, and discipline. Responsible for recruiting and training seasonal staff.
- Administer a 10-year Capital Improvement Plan for the Town's recreational facilities and parks, as it relates to equipment, maintenance, improvements, and future development.
- Responsible for a comprehensive seasonal aquatics program, including proper maintenance and water quality safety, facilities, and related amenities. Oversees required certifications for aquatics and DPW staff.
- Coordinates with various town departments to ensure facilities are properly maintained and ready for use. Inspects parks, playing fields and pool related facilities to ensure proper maintenance is occurring.
- Encourages input from the community and assesses needs related to recreational programming and its facilities. Liaises with community organizations to enhance residential recreational opportunities. Works with special committees on projects, community affairs and special events. Develops near term and long-range planning for programs.
- Serves as staff to the Recreation and Parks Committee. Prepares reports as requested.
- May make presentations to the Town Council, Board of Finance or other Boards and Commissions as directed by the Town Manager. Prepares reports for the Town Manager as directed.
- Supervises the preparation and distribution of Department's marketing materials (print publications, website and social media) for accuracy, relevance, and timelines.
- Manages and oversees permits for use of public spaces and operations, of the town parks, recreation facilities, programming, and equipment.
- Evening and weekend work is routine.