

# Franklin Township



Somerset County

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## HUMAN RESOURCES

### Municipal Building

475 DeMott Lane, Somerset, NJ 08873  
Phone: 732.873.2500 Fax: 732.993.1831

**TO: ALL DEPARTMENTS**

**FROM: RAVEN E. WILLIAMS  
HUMAN RESOURCES OFFICER**

**DATE: May 6, 2024**

**RE: PLEASE POST THIS JOB VACANCY**

#### **DIRECTOR OF RECREATION – UPDATED – PREVIOUS APPLICANTS NEED NOT REAPPLY.**

**Department: Parks & Recreation**

**Union: AFSCME 2426, Senior Managers Union**

**Salary Range: \$100,000.00/yr. - \$120,000.00/yr.**

**Closing Date: OPEN UNTIL FILLED**

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

#### **POSITION SUMMARY**

The Director of Recreation plans, organizes, coordinates, and directs the operations, budget, and activities of the Township Parks and Recreation Department, providing the public with parks, facilities, and recreational opportunities. This position performs a variety of highly responsible and complex professional and administrative work in planning, scheduling, directing, and implementing a year-round, Township-wide parks and recreation program.

#### **SUPERVISION RECEIVED**

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

#### **SUPERVISION EXERCISED**

Exercises administrative direction over full time, part time and seasonal personnel and volunteers, either directly or through the Deputy Director of Recreation.

#### **ESSENTIAL FUNCTIONS**

- Provides leadership, direction, and guidance to assure that Parks & Recreation services are provided in alignment with the Township's goals, and programs are delivered in a safe environment and within budget limits.
- Develops, plans, coordinates, implements, and manages Parks & Recreation programs including but not limited to sports & fitness activities, enrichment and special interest programs, summer camps, cultural arts, therapeutic recreation, prevention programs, special events and trips for residents of all ages from toddlers to senior citizens; also manages/coordinates the facility operations that support program operations.
- Develops, plans, coordinates, implements, and directs a diversified year-round, Township-wide parks and recreation program including the management of the Community/Senior Center and municipal swimming pool, as well as various fields, parks, and open spaces.
- Develops short- and long-range plans; Provides interdepartmental support on various projects including capital projects, park development, and facility management and maintenance; Conducts a variety of studies and investigations; Gathers, interprets, and prepares data for studies, reports and recommendations.
- Develops and recommends modifications to recreation programs, policies, and procedures as appropriate; Coordinates strategies to integrate services with other programs, departments and agencies as needed.
- Develops and implements departmental goals, objectives, policies, procedures, and priorities.
- Prepares the department's annual budget; Assures efficient and effective use of budgeted funds; Monitors revenues and approves expenditures; Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time; Approves and implements budgetary adjustments as necessary.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; implements improvements.
- Reviews and evaluates the needs and interests of the community and implements changes or new programs as needed.
- Provides professional advice to Township Manager; makes presentations to Township Manager, Township Council, committees, boards, commissions, civic groups, and the general public.
- Serves as staff representative on a variety of boards and committees, assuring effective communication of Parks & Recreation issues; Coordinates with citizens' groups, advisory boards, and commissions; Develops cooperative professional relationships with local government and community services agencies.
- Instrumental in supporting sponsorship and fundraising initiatives to meet the department's operational and programming goals.

- Reviews and approves applications, agreements, plans, and reports of parks and recreation activities; manages the collection, analysis and reporting of administrative and operational data.
- Identifies and develops applications for various public and private funding/grant sources to support recreation, park, and prevention programs; implements and administers grant programs for parks and recreation projects; maintains contact with funding agencies; monitors execution of grants.
- Participates in developing contracts and vendor agreements, selection of contractors, and ensuring contractors meet established goals.
- Manages and supervises operations and staff, Coordinates the development, organization and implementation of community recreation programs, determines work procedures, prepares work schedules, and expedites workflow; Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Directs the activities of department staff; plans, prioritizes, and assigns tasks and projects; Coaches staff, monitors work, develops staff skills, and evaluates performance; Meets with staff regularly to discuss and resolve workload and technical issues; Develops staff goals and priorities.
- Maintains harmony among workers and resolves grievances; Assists subordinates in performing duties; adjusts errors and complaints.
- Develops Recreation staff job descriptions; Interviews and recommends staff to Human Resources for employment.
- Coordinates schedules and maintains related records and statistics for programs and personnel from various recreation programs and facilities.
- Promotes and coordinates the activities and operations of the Parks & Recreation Department; prepares and distributes program event and marketing material including news releases, calendars, letters, posters, flyers, schedules of events, pamphlets, and brochures. Updates Township website, public access TV channel and social media accounts accordingly.
- Participates in public relations and information programs by working with and providing outreach to schools, non-profit organizations, citizens, and community groups; participates in Township-wide special events and related functions.
- Assures the effectiveness of the Parks & Recreation programs, and compliance with Federal, State, and Township policies and practices; reviews and monitors status reports and recommends appropriate actions.
- Elicits community and organizational support for recreation programs.
- Responds to requests and inquiries from the public.
- Maintains confidentiality of all records and information.
- Performs other related duties as required or assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, organize, coordinate, and implement a comprehensive community parks and recreation program.
- Strong leadership skills with the ability to set and accomplish departmental short and long-term goals and objectives.
- Superior verbal and written communication skills.
- Ability to prepare operating and capital budgets; Ability to operate department within budget limits.
- Excellent marketing and social media skills.
- Must be highly organized, enthusiastic, and possess strong customer service and problem-solving skills with the ability to relate to and communicate with all age groups.
- Knowledge of grant writing and administration.
- Strong technology skills including knowledge of Microsoft Office Suite.
- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Thorough knowledge of the principles and practices of modern parks and recreation programs.
- Thorough knowledge of equipment and facilities required in a comprehensive parks and recreation program.
- Extensive knowledge of the principles and practices of maintenance and use of public buildings and park facilities.
- Considerable knowledge of community recreation needs and resources.
- Knowledge of the principles and practices of office management, work organization and supervision.
- Skill in operation of listed tools and equipment.

## **MINIMUM QUALIFICATIONS**

### Education:

- Graduation from a college or university with a bachelor's degree in Recreation, Education, or Physical Education including course work in organization and administration.

### Experience:

- Minimum ten (10) years of progressively responsible experience in parks and recreation programs, preferably in a government setting.

### Special Requirement(s):

- Must possess and maintain a valid New Jersey driver's license.
- Certified Parks and Recreation Professional (CPRP) as granted by the National Recreation Parks Association **desired**.
- New Jersey Certified Trained Pool Operator desired.

## **TOOLS AND EQUIPMENT USED**

- Computer; calculator; copier, scanner, and fax machine; telephone.

## **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 the essential functions.*

- While performing the duties of this job, the employee occasionally works 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.

## **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 essential functions.*

- While performing the duties of this job the employee is frequently required to sit; talk and/or hear; use hands to operate, handle or feel.
- The employee is occasionally required to walk; climb; stoop/crouch and kneel; bend and twist; reach with arms and hands; push/pull.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The employee is frequently required to lift, move and/or carry up to 25 pounds and is occasionally lift, move and/or carry up to 50 pounds.

**Applications available on the Township website: [www.franklintwpnj.org](http://www.franklintwpnj.org)**

***ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, GENDER IDENTITY OR EXPRESSION, SEXUAL ORIENTATION, NATIONAL ORIGIN, GENETICS, DISABILITY, AGE OR VETERAN STATUS.***

***THE TOWNSHIP OF FRANKLIN IS A DRUG FREE WORK PLACE.***