OPEN COMPETITIVE EXAMINATION FOR:  RECREATION CENTER DIRECTOR (Non-Exempt)

SALARY: $20.45 – $27.22 per hour ($42,540.76 – $56,616.08/yr.) 40 hrs/wk paid bi-wkly
(NOTE: New hires start at the beginning of the range)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS
Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & must be on file by 4:50 p.m. on:

Until Sufficient Applications are Received

IMPORTANT:
1. **Veterans** – Veteran’s points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)
- Develops, plans and coordinates a wide variety of recreational, social and cultural programs and events to meet the needs of the community;
- Schedules, assigns and evaluates work of subordinates;
- Trains personnel and evaluates performance;
- Introduces new program initiatives;
- Establishes and maintains positive and productive rapport with civic organizations and groups in meeting the best interests of the community;
- Conveys recreational services to the public;
- Maintains personnel supply and budget records;
- Prepares requests for materials, supplies and equipment needed for various programs;
- Provides oral and written reports;
- Performs related duties as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
- Knowledge of the principles and practices of recreation;
- Ability to demonstrate leadership skills, techniques and methods of recreational principles;
- Ability to plan, organize, implement, coordinate and supervise the recreation staff and programs directed to the needs of a cultural community;
- Ability to effectively communicate with cultural individuals and groups;
- Ability to supervise the activities of assigned staff and recreation participants;
- Ability to develop and maintain positive relationships with the community served;
OPEN COMPETITIVE EXAMINATION FOR:  RECREATION CENTER DIRECTOR  (Non-Exempt)

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

• Ability to demonstrate working knowledge of Microsoft Office software; including but not limited to Word, Excel, Outlook;
• Knowledge of using online data collective and registration software (i.e.; Vermont Systems or Myrec.com);
• Knowledge of and ability to perform First Aid/CPR/AED;

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Bachelor’s Degree in Recreation and Leisure Services or related recreational field plus four (4) years’ experience in community recreation programs; or An Associate’s Degree in Recreation and Leisure Services or related recreational field, plus six (6) years’ experience in community recreation programs; or High School Diploma or GED plus eight (8) years’ experience in community recreation programs.

Regardless of which you have above you must also have:
Work experience which includes two (2) years of direct supervision in the field of recreation.

Certified Park Recreation Professional Certification (CPRP) a plus.

COPIES OF APPLICABLE EDUCATIONAL DOCUMENTS MUST BE SUBMITTED AT TIME OF APPLICATION

ADDITIONAL REQUIREMENTS:

Incumbents in this class are required to possess a current and valid Motor Vehicle Class D Operator License and have a good driving record. Incumbents in this class must possess valid and current First Aid/CPR/AED Certification.

In order to verify possession of the appropriate Driver’s License and good driving history, applicants will now be required to provide the H.R. Office with a Driving History Report that is less than 30 days old. Only reports generated by the Department of Motor Vehicle will be accepted. This information will be specifically requested of the applicants at the time that a conditional offer is made. In the event that a report is not supplied within (7) seven days or the H.R. Director deems your driving history to be poor, the conditional offer may be rescinded.
CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT

OPEN COMPETITIVE EXAM #2368

OPEN COMPETITIVE EXAMINATION FOR: RECREATION CENTER DIRECTOR (Non-Exempt)

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

<table>
<thead>
<tr>
<th>Working Conditions</th>
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Physical Strength:

- Depth Perception: X
- Color Distinction: X
- Peripheral Vision: X
- Driving: X
- Heavy Work (50-100 lbs.): X
- Very Heavy Work (100+ lbs.): X
- Little Physical Effort (-10 lbs.): X
- Light Work (-20 lbs.): X
- Medium Work (20-50 lbs.): X

Environmental Conditions:

- Cold (50 degrees F or less): X
- Heat (90 degrees F or more): X
- Temperature Changes: X
- Wetness: X
- Humidity: X
- Extreme Noise or Vibration: X
- Exposure to Chemicals: X
- Exposure to Gases and Fumes: X
- Exposure to Unpleasant Odors: X
- Exposure to bodily fluids: X
- Exposure to dampness: X
- Confinement to Small or Restricting Area: X
- Mechanical Hazards: X
- Physical danger or abuse: X

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified. The City of Waterbury is an equal opportunity employer.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.

Prepared on: November 25, 2019

Recreation Center Director

This position is covered under the written agreement between the City of Waterbury and the White-Collar Union. The Pars and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. Appeal Process: An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the Civil Service Commission within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER

E.O.E. M/F/D

EEO/Utilization Report available upon request

1/14/20 USAR mj

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