



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING REVISED*

POSITION:	SUPERINTENDENT OF RECREATION
POSTING DATE:	02/12/2020
CLOSING DATE:	02/26/2020 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Director of Human Services
UNION:	Non-Union
SALARY GRADE:	P
SALARY RANGE:	Minimum \$65,740.02 / Maximum \$109,056.98

The Superintendent is directly responsible to the Director of Human Services for all areas of programming, including preparation, supervision, and follow up. Also, for all day-to-day job responsibilities and work assignments as delegated. Responsible for all full-time, part-time, and seasonal employees.

Specific Duties and Responsibilities:

- Administrative and management responsibility for the delivery of a comprehensive recreation program; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures.
- Develop, oversee, and administer the Department's annual budget.
- Gather, interpret, and report on community statistical and fiscal data; maintain awareness of new trends and developments in the field of recreation and leisure services; incorporate new developments as appropriate.
- Plan, direct, coordinate, and review the work plan for assigned staff including those involved in organizing and encouraging the formation of clubs, teams, leagues, tournaments and special events; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; select, train, motivate, and evaluate assigned personnel; coordinate staff training; motivate and mentor staff; assign and delegate work in order to meet performance objectives; provide guidance to assist staff performance.
- Work to develop and market recreation programs, events, and activities; participate in the design, preparation, and distribution of recreation publicity including recreation guides, website, social media, brochures, pamphlets, flyers, and printed schedules.
- Establish and administer joint use agreements with school districts; establish affiliation agreements with other organizations; collaborate with local and state organizations.
- Serve on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- * Work with Qualified Purchasing Agent to prepare contracts and Requests for Qualification/Proposals/Bids.
- Serve as the liaison with other departments and outside agencies; attend and participate in organizational and community meetings as necessary; respond to and resolve difficult and sensitive citizen inquiries and complaints; respond to inquiries or requests for service from interested community groups and citizens; interpret Department policy for community groups, commissions, advisory boards, and citizens; negotiate and resolve sensitive and controversial issues; respond to citizen inquiries in timely manner; establish positive working relationships with representatives of community organizations, state/local agencies, county management and staff, and the public.
- Provide recommendations and participate in the planning and coordination of facility development and renovation; manage/assist with capital improvement projects.
- The Recreation Superintendent may also perform other nonessential duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in related field, and 5 years of progressive experience in public recreation, including 2 years in planning and administration; or any equivalent combination of education and experience providing the knowledge, skills and abilities cited above.

SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at <https://www.bridgewaternj.gov/employment-opportunities/>.

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 02/26/2020. Please put "Superintendent of Recreation" in the subject line of the email.**

AN EQUAL OPPORTUNITY EMPLOYER