



TOWNSHIP OF ABINGTON

Employment Opportunity Posting

INTERNAL and EXTERNAL POSTING

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| DATE | April 24, 2024 |
| POSITION | Assistant Director |
| DEPARTMENT | Parks and Recreation |
| SALARY | \$85,000.00 |
| JOB DESCRIPTION | See attached |
| DEADLINE | May 8, 2024 by the close of business 5:00PM |

Applications are available online at www.abingtonpa.gov. Completed applications must be submitted by the application deadline and no later than 5:00PM. For additional information contact Jessica Tholey, Director of Parks and Recreation at 215-576-5213. Abington Township is an Equal Opportunity Employer.



Job Description

Assistant Director of Parks and Recreation

Department: Parks and Recreation
Position: Assistant Director
Reports to: Director of Parks and Recreation
Supervises: All Parks and Recreation Department employees
Classification: Full-Time/FLSA Exempt

Purpose: The primary purpose of this position is to professionally, responsibly, and effectively assist the Director of Parks and Recreation with the day-to-day operations of the Township Parks and Recreation Department, its facilities and employee resources in accordance with this position description and as prescribed by the Township Manager in meeting the Parks and Recreation goals and objectives of the Township Manager and the Township Board of Commissioners and comply with regulations governing first class Townships in the Commonwealth of Pennsylvania, and to do so professionally and exceptionally.

Tasks: At the direction of the Director of Parks and Recreation, plan, direct, and evaluate the programs and services of the Parks and Recreation Department. The Assistant Director is responsible for effectively assisting the Parks and Recreation Director with assigned Township facilities as herein defined, developing operational and maintenance resources plans, and those as assigned by the Parks and Recreation Director. Township and Parks and Recreation assigned facilities are defined as buildings and properties owned by the Township and utilized for the purpose of delivering parks and recreation services or as other facilities are assigned.

The Assistant Director is responsible for overseeing parks maintenance and part-time personnel. Supervises staff, and ensures all trainings and/or certifications are current and applicable policies and procedures are followed. Oversees all workers compensation claims for all Parks and Recreation personnel. The ideal candidate must inspire, motivate, challenge and build trust with others and staff to deliver the best possible programs and services while contributing to departmental initiatives.

Assumes management responsibility for assigned services and activities of the Parks and Recreation Maintenance Department, manages and assures accountability for work related to Parks/Landscape Maintenance, including developing, monitoring and oversee needed maintenance and repairs, and assures on-going maintenance improvements are sufficiently performed to township parks and facilities. Review maintenance reports with maintenance personnel and Parks and Recreation Director as needed or required.



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Plans and develops recreational programs with support staff, approves activities, plans, and procedures prepared by recreation staff and ensures adherence of safety requirements; outlines work to be done and have recreation areas and facilities ready for use in carrying out the recreation programs as planned. Provide recreational and special event information to the Communication Manager for the use of website and social media publications. Works with the Special Assistant to the Township Manager for Arts and Culture activities and projects. Follows all department policies and procedures and ensures program policy guidelines are maintained. Prepares reports on activities, programs, fee schedules, and recommendations.

Serves as the liaison between the Parks and Recreation Department, Shade Tree Commission, Environmental Advisory Committee and Parks and Recreation Advisory Committee.

Standards: Employee performs tasks independently and without direct supervision although the employee will have regular contact with the Director of Parks and Recreation. Work is performed in accordance with established Township of Abington operating procedures. The employee is responsible for actions of assigned subordinates and ensures tasks assigned to subordinates are completed accurately, correctly and in a timely manner. The employee is to maintain a professional and cordial manner at all times when communicating with others. Some situations require the use of judgment and discretion, and said judgment and discretion shall at all times be professional and sound. Ability to understand instructions; organize and prioritize work load efficiently and effectively; handle personal and confidential information tactfully; communicate orally and in writing. All interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Conditions: General inside office, and public streets and environment conditions and technology and computers apply; will often have time sensitive and weather driven deadlines; may be subject to inclement weather conditions and Commonwealth and Township states of emergency. A majority of work is time and information sensitive. Job can be moderately stressful. All requirements must conform to all Federal and State regulations including but not limited to Federal ADA statutes.

Required Skills, Knowledge and Abilities: High school graduate and extensive supervisory experience with 10 years of parks and recreation experience is preferred, or a combination of relevant experience and a financial and operational knowledge base with a strong financial background and a Bachelor of Arts or Sciences is strongly preferred. Qualified applicants must be a recreation and parks practitioner, preferably holding CPRP (Certified Recreation and Park



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Professional) certification with a minimum of three (3) years of experience in the administration (5-7 years is preferred), planning, and development of facilities/ areas, programming, finance, personnel, and maintenance of a comprehensive park and recreation system or related entity. The clear ability to exhibit professional behaviors at all times; communicate effectively with all employees regardless of position in the organization; knowledge of building maintenance practices; ability to read, comprehend and write English; familiarity with office and computer technology equipment; flexibility; demonstrated ability to work for more than one person and across all departments; self- motivated; ability to set goals and priorities and achieve them; demonstrated organizational skills; a demonstrated ability to listen, comprehend and communicate information. Experience in municipal or state government is preferred; a demonstrated ability to work independently is required.

Problem solving ability; ability to communicate with people of diverse backgrounds, knowledge of office procedures; organizational skills, ability to work independently; self-motivation; ability to set priorities; innovation skills; ability to keep confidentiality.

This job description does not list all the duties of the job. The Township Manager or his designee(s) may ask employee to perform other job related duties.

Employee will be evaluated based upon performance of the tasks listed in the job description and oral and written directives by the Township Manager. The Township has the right to revise this job description at any time. The job description is not a contract for employment. Employer reserves the right to direct the employee, provided the direction is not illegal or injurious to the health of the employee.

This is an FLSA exempt position. The position is an at-will position; the person hired for, selected for or holding this position is hired, selected or assigned for no specific term and the Township reserves the right to terminate the relationship at any time, for any reason. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Township reserves the right to change benefits or bypass discipline policies if the situation warrants.