

70-21-19



City of Methuen, Massachusetts

The Searles Building
41 Pleasant Street
Methuen, Massachusetts 01844

RECEIVED
CITY CLERK'S OFFICE
METHUEN, MA
2021 NOV 12 AM 11:12

Neil Perry
Mayor

ORDER # 972

Resolution Authorizing Transfer of the FY22 Recreation/Leisure Services Department budget \$247,557 to fund the reorganization of the Department of Public Works

Whereas: The Mayor has approved the reorganization of the Department of Public Works to absorb the Recreation/Leisure Services Department; and

Whereas: The City Council has approved the Mayor's recommendation through the appropriate process provided for in the City Charter; and

Whereas: The funding currently exists in the Fiscal Year 2022 budget, however, needs to be reallocated to the Department of Public Works through an interdepartmental transfer; now

Therefore Be It Ordered: By the City Council of the City of Methuen that the amount of \$247,557 be and is hereby transferred as noted below; and

FROM	Leisure Services/Recreation	
5100	Total Personal Services	212,727
5700	Total Other Expenses	34,830
	TOTAL TRANSFER FROM LEISURE SERVICES/RECREATION	247,557
TO	Public Works	
5100	Total Personal Services	212,727
5700	Total Other Expenses	34,830
	TOTAL TRANSFER TO PUBLIC WORKS	247,557

Be It Further Ordered: That a certified copy of this order be forwarded to the City Chief Administrative and Financial Officer's office.



CITY OF METHUEN
Job Description

POSITION: Superintendent of Parks and Recreation

HOURS OF WORK: Regular office hours: Monday – Thursday 8:00 a.m. – 4:30 p.m.
Friday 8:00 a.m. – Noon. (This is a salary position).
Nights/weekend participation in programs and activities is routinely required, particularly when Forest Lake is open.

UNION AFFILIATION:
This position is governed by the Methuen’s DPW Superintendents Local 123.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:
Develops, coordinate, and execute a wide variety of community programs and recreational services for Methuen residents of all ages, including but not limited to physical activities, special interest classes, holiday/seasonal events, and annual programs.

SUPERVISION RECEIVED:
Works under the general supervision of the Mayor and/or designee, including the DPW Director.

SUPERVISION EXERCISED:
Supervises permanent staff, part-time recreation staff, seasonal employees, volunteers.

- ESSENTIAL DUTIES AND RESPONSIBILITIES:**
- The Superintendent will be responsible for the organization, implementation, and supervision of annual activities and holiday/cultural celebrations, including but not limited to 4TH of July fireworks/entertainment, Easter Egg Hunt, Fall Festival, and Tree Lighting. The Superintendent will be expected to enrich offerings to appeal to Methuen’s diverse community, and work alongside staff at all events to ensure safe, successful, and inclusive activities for all.
 - Manage the Nicholson Stadium Complex, field/park use throughout the city, and the city beach at Forest Lake. This includes oversight and responsibility for fields and parks usage.
 - Hire, train, and supervise recreation instructors and staff, paid and volunteer, and conduct performance reviews at least annually to assist in the professional development of the recreation team. Ensure all paid and volunteer staff are appropriately trained and qualified.
 - Plan and publish a monthly calendar of events, offering a wide variety of programming and recreational activities for all ages, interests, and skill levels. Prepare other publications such brochures, letters, posters, new releases, flyers, and related communications regarding recreation programs. Responsible for developing social media and web content.
 - Supervise recreational classes, workshops and activities including arts, music, and sports, for all ages and abilities. Organize youth sports including but not limited to youth clinics/programs for swimming, basketball, ice skating, hockey, T-ball /baseball/softball, tennis, and volleyball.
 - Continue the successful summer playground programs, school vacation programs, summer swimming sessions, sandlot baseball/softball program, flag football program, summer film series, and Ranger Adventure Camp.

- familiarity with M.G.L. 105 CMR 430.00 (minimum standards recreational camps for children), M.G.L. 606 CMR 7.00 (licensure or approval for school age childcare), and M.G.L.105 CMR 435.00 (minimum sanitary standards for swimming areas)
- knowledge of recreation philosophy, planning and administration
- knowledge of equipment, facilities, operations, and techniques used in a comprehensive community recreation program
- knowledge of and skills in operation of required tools and equipment.
- proven ability to develop, coordinate and direct varied activities like those involved in a community recreation program and special community events
- proven ability to establish and maintain effective working relationships with employees, supervisors, agencies, participants, instructors, community leaders and the public
- demonstrated effective oral and in written communication
- experience successfully planning and supervising the work of paid staff and volunteer
- experience with waterfront management, working with lifeguards, and dealing with scheduling of staff for swim areas, etc.

TOOLS AND EQUIPMENT USED:

Personal computer, copy/fax machine, office phone, cellular phone, automobile, various sports equipment used in recreation programs.

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 the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is routinely required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee will have duties where they are required to climb or balance, stop, kneel, navigate uneven terrain, or crouch. The employee will repeatedly be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Frequent movement in and out of equipment and vehicles. Physical attendance on-site is required. Flexibility with weekly schedule a must.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of the job, the employee regularly works in outside weather conditions. The employee spends time outside during wet, hot/cold and/or humid/snowy conditions. The noise level in the work environment is usually quiet while in the office, moderately loud to loud when in the field.

Preferred: Graduate from a four-year college or university in management, sports management, or another related field. Two years recreation experience including community center programming. Demonstrated experience in facility operations and maintenance.

Familiarity with M.G.L. 105 CMR 430.00 (minimum standards recreational camps for children), M.G.L. 606 CMR 7.00 M.G.L.105 CMR 435.00 (minimum sanitary standards for swimming areas) are considered. The candidate must be certified in First Aid and CPR or be willing and able to obtain that certification within 30 days of hire.

Approved:

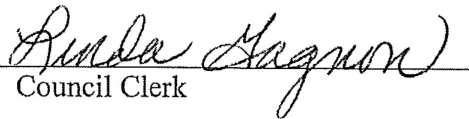
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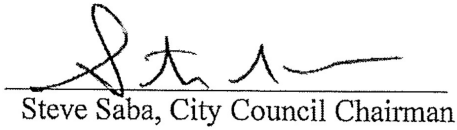
Director, Human Resources:

Mayor – City of Methuen

First Read: October 4, 2021
Adopted: October 18, 2021
Effective: November 17, 2021

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous vote on October 18, 2021.


Council Clerk


Steve Saba, City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved:  11/9/2021
Neil Perry, Mayor