



Recreation & Park Director

The City of Lebanon, New Hampshire is seeking an experienced, highly motivated, senior management level professional to administer and manage its very active Recreation & Parks Department.

Duties: To provide efficient, effective, and ethical organizational leadership and customer service; to formulate departmental policy in accordance with existing state and federal laws, and activity rules, regulations and standards; to conduct research and prepare the annual written operating budget; to recruit, hire, train and supervise a full and part-time, regular, seasonal, and volunteer staff; to plan and direct a broad and varied program of recreation activities and special events for all ages groups and interests; to regulate facility usage; to generate activity reports and revenue projections; and to plan and implement capital improvement projects to include park and facility improvements.

Requirements: Incumbent works under the administrative direction of the City Manager. A candidate for this position should possess a Bachelor's (Masters preferred) Degree in Recreation Management, Leisure Studies, Physical Education, or related field; and have three (3) to five (5) years of full-time professional progressive supervisory experience in recreation, parks & leisure services. A valid driver's license required. Desirable Certifications include: Certified Leisure Professional or Provisional Leisure Professional, Certified Aquatic Facility Operator, and/or Certified Playground Safety Inspector. Knowledge of grant application processes is highly desired.

Salary Range DOQ: \$59,458 to \$ 80,267

Interested applicants should submit a Letter of Interest, Resume, and a list of References to: Paula Maville, Executive Assistant to the City Manager, (paula.maville@lebcity.com) City of Lebanon, 51 North Park Street, Lebanon, NH 03766 – **electronic copies sent via email is preferred**. Applications will be accepted until position is filled. For additional information visit www.lebcity.com.

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