-Position Posting-

Director of Parks & Recreation

City of Meriden Connecticut

The City of Meriden, Connecticut, population 60,838 is seeking candidates for a Director of Parks & Recreation.

The City of Meriden has an opening for the position of "Director of Parks & Recreation". This is a senior level leadership position within the City of Meriden reporting to the City Manager.

This is a director level position that oversees all aspects of the Parks & Recreation Department operations, including administering the city's recreational programs and overseeing the maintenance, safety, landscaping and capital improvement of over 3,000 acres of municipally owned park space and 74 different recreational areas to include parks, trails, sport fields, and playgrounds and other recreation facilities.

Salary range: $120,000.00 – $130,000.00

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resource Department, 142 East Main Street, Meriden CT 06450 or online at:

https://tinyurl.com/meridencareers

Applications and resumes must be received or post-marked by November 27, 2026.
For additional information or if you are interested in learning more about the City of Meriden please visit our website at: https://www.meridenct.gov/

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

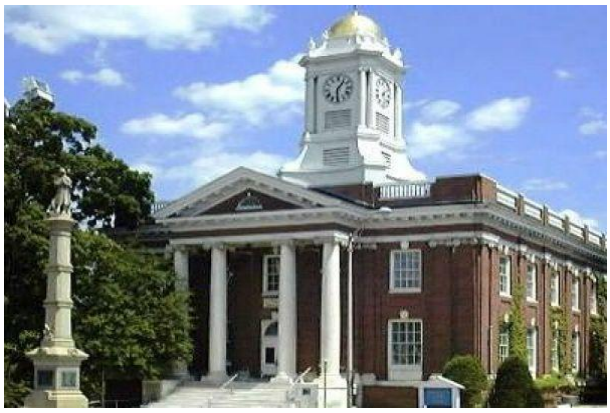
EEO/M/F/QID

-Community Background-

The City of Meriden is a thriving, diverse, full service mid-size city located in central Connecticut, within minutes of New Haven and Hartford, the state capital. Meriden is a community of 60,838 residents knit together by award winning schools, spirited civic, service and cultural groups, and activities.

Our City includes 24 square miles with well-preserved geological features, over 3,000 acres of municipally owned park space and 74 different recreational areas. We are located at the "Crossroads of Connecticut" and conveniently located just two hours from New York City and Boston. Meriden has its own Water & Sewer Facilities, Meriden Markham Airport, Hunters Golf Club, a centrally located Public Library, three high schools, and a wonderful linear trail system.

The City of Meriden operates under City Manager/City Council form of government with a popularly elected Mayor, elected Board of Education and 25 appointed boards and commissions.



City Hall, Meriden CT



Castle Craig, Meriden CT

Director of Parks & Recreation

Nature of Work:
This is a professional position overseeing the administration of the Parks and Recreation Department and the supervision of its personnel.

The Director is responsible for all aspects of the Parks & Recreation Department operations, including administering the city's recreation programs and oversees the maintenance, safety, landscaping and capital improvement of over 3,000 acres of municipally owned park space and 74 different recreational areas to include parks, trails, sport fields, and playgrounds and other recreation facilities.
This position serves as the point person and facilitator with civic, sports organizations and other groups providing or looking to provide recreational services and programs. The work also involves coordination of recreational services with the physical facilities of the city and involves working with Board of Education personnel. The Director consults with the City Manager in determining policy and program development.

The Director performs other functions as may be designated by the City Manager.

Supervision Received:

Reports directly to the City Manager.

Examples of Duties:
- Supervises the work of the Parks and Recreation Department in accordance with established policies.
- Develop a broadly diversified program of recreation services to meet the needs of the community.
- Supervises the planning, design and construction of recreation and park facilities under the control of the department.
- Maintains contact with school, social, industrial and civic groups.
- Studies and reviews area recreation programs to ensure they meet community needs; develops special activities for various age groups.
- Recommends and advises on the type of equipment to be obtained by the department; visits to parks and recreational areas and facilities to check the condition of grounds and buildings and equipment and to evaluate the work of the personnel.
- Supervises the maintenance of parks and recreation areas and equipment.
- Prepares and manages the annual budget.
- Works with the City Manager to obtain grant funding to support departmental improvement projects.
- Supervises maintenance of records for the department and associated programs and preparation of reports.
- Assures appropriate public relations occurs for events and activities; conducts staff meetings and training sessions for employees.
- Oversees OSHA requirements at all facilities and assures proper staff training.

- Plans, recommends and supervises the coordination of plantings at all facilities and on the grounds of public buildings.
- Evaluates the condition of all City-owned trees and the City-responsibility trees in public rights-of-way and determines appropriate maintenance action.
- Establishes approved fiscal procedures in the imposition and collection of incidental fees and charges; prepares ad plans for future development and expansion of parks and recreational facilities in the City.
- Assists in the planning, design and construction of new recreation and park facilities after acquisition.
- Oversees the department's snow removal operations.
- Oversee employee performance and evaluation.
- Assist other City departments with tasks involving the sharing of department equipment and services.
- Performs related work as required.

Desirable Knowledge, Abilities and Skills:

- Thorough knowledge of philosophy, principles and practices of public recreation and park management;
- Thorough knowledge of program methods; techniques, materials, equipment and safety precautions used in planning, maintaining and operation of recreation buildings and areas.
- Considerable knowledge of the proper physical planning, design arrangement, and maintenance of park and recreational areas.
- Considerable experience in the construction, maintenance and operation of recreational and park facilities and responsible experience in organizing and directing recreational activities.
- Substantial supervisory experience in recreation or parks administration.
- Considerable knowledge of the social and economic characteristics of the community.
- Ability to select, assign, and supervise the work of employees engaged in a varied recreational program and maintenance work.
- Ability to plan, evaluate, organize and direct an adequate well-rounded recreational program adapted to community preferences and needs.
- Ability to establish and maintain effective working relationships with associates, other governmental agencies, and private groups, the media and the public.
- Ability to plan needs, delegate and distribute work to personnel, and review the work of personnel within the Department.
- Principles and practices of municipal budget preparation and administration.

Qualifications:

- Graduation from a recognized college or university with specialization in recreation, physical education, landscape architecture or forestry, or related subjects supplemented by course work in the related fields.
- Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) through NRPA.
- Certified Playground Safety Inspector (CPSI) and Aquatics Facility Operator (AFO) certification through NRPA desirable.
- 5-7 years of progressively responsible supervisory experience in Parks and Recreation.
- Must have a valid Connecticut Class D drivers' license. Endorsement F (service bus) preferrable.

Special Requirements:

This position will serve as the City's Tree Warden upon appointment by the City Manager. The employee must agree to obtain either Tree Warden and/or State Arborist certification within 1 year after starting the position.