Job Title:	Assistant Director
Department:	Parks and Recreation
Hours:	Monday – Thursday, 8:15am – 5:00pm, Friday, 8:15am – 12:15pm, may include nights, weekends and holidays
Salary:	$ 33.12 - $ 36.70
Union:	Yes
Benefits:	Yes
Location:	It may vary.

THE CITY OF REVERE

The City of Revere is a thriving, rapidly growing, and vibrant community and an increasingly desirable place to live and work. The City is committed to fostering a welcoming, supportive, and inclusive municipal government that invests in employee success and professional development. Employees benefit from competitive compensation, benefits, incentives, and meaningful opportunities to serve residents while building careers in public service. The City strives to maintain a responsive, trustworthy, and accountable government that addresses the needs and concerns of residents across the community.

DEFINITION:

Under the general supervision of the Director of Parks and Recreation, the Assistant Director performs professional duties that include planning, developing, coordinating, and implementing recreational programs and supervising seasonal staff. Responsibilities also include supporting cultural arts initiatives, physical activities, special-interest classes, summer programs, and citywide events offered by the Parks and Recreation Department.

ESSENTIAL FUNCTIONS:

The essential functions and duties listed below illustrate the types of work that may be performed. The omission of a specific duty does not exclude it from the position when the work is similar, related, or reasonably assigned.

- Assists the Director of Parks and Recreation with planning, organizing, developing, scheduling, and evaluating recreational programs, special events, and facility rentals, as well as overseeing daily facility operations.
- Serves as Acting Director in the Director's absence.
- Assists with developing comprehensive advertising and marketing plans for recreational programs.
- Prepares brochures, calendars, correspondence, posters, news releases, flyers, television and web content, and social media materials to promote programs.
- Assists with ordering, distributing, and maintaining an inventory of departmental supplies and equipment.

- Assists the Director with preparing and administering program budgets and monitors expenditures and payroll in accordance with established procedures.
- Provides administrative support for program and membership registration, point-of-sale transactions, facility bookings, and rentals; answers telephone inquiries; maintains correspondence with other divisions and agencies; and assists with financial transactions, including deposits and reconciliation of daily receipts.
- Participates in training seminars, staff meetings, and community or recreation meetings as needed.

- May provide daily supervision of office staff and coordinate work assignments.
- May assist with recruiting, scheduling, training, and managing volunteers and full-time employees.
- May assist with grant applications and grant program administration.
- Performs other related duties as assigned.

SUPERVISION RECEIVED:

The incumbent works with substantial independence under the general direction and guidance of the Director. The incumbent is expected to exercise sound judgment and seek clarification for complex or non-routine matters.

QUALIFICATIONS:

- Residency in Revere is strongly preferred.
- At least five years of relevant experience, preferably in a municipal setting, or an equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities required to perform the essential functions of the position.
- At least three years of supervisory experience is required; experience in a municipal setting is preferred.

- A bachelor's degree in a related field is preferred.
- Spanish-language proficiency is preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of best practices for promoting active lifestyles and healthy eating.
- Knowledge of best practices for developing and facilitating recreational programs and events.

Abilities:

- Ability to interact effectively, tactfully, firmly, and appropriately with the public.
- Ability to work effectively with diverse constituencies.
- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to follow and provide written and verbal directions and instructions.
- Ability to maintain accurate data-entry records.
- Ability to create Excel spreadsheets and use them to analyze data.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to use social media effectively and professionally.

Skills:

- Proficiency with automated systems and Microsoft Office applications, particularly Excel.
- Strong creative-thinking, active-listening, and problem-solving skills.

WORK ENVIRONMENT

Work is performed in both office and outdoor settings and may occur during inclement weather, including rain, snow, heat, and cold. The employee is regularly required to use their hands and fingers to handle or operate objects, tools, and controls and may be required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 25 pounds and occasionally lift or move more than 100 pounds. The position requires daily interaction with the public in person, by telephone, and by email. These interactions require patience, courtesy, discretion, and impartiality, including when addressing high-pressure or conflict situations. The work environment characteristics described above are representative of those encountered while performing the essential functions of the position.

DISCLAIMER

The statements above describe the general nature and level of work performed by employees assigned to this classification. They are not intended to constitute an exhaustive list of all responsibilities, duties, and skills required. Employees may be assigned duties outside their usual responsibilities as operational needs require.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, protected veteran status, or any other status protected by applicable law.

The terms, conditions, and benefits described in this posting do not constitute a contractual agreement.

Interested candidates should apply through the City's Online Application Portal. Applicants may also submit a résumé and cover letter to humanresources@revere.org.

Apply Online