

JOB DESCRIPTION
Essex County, VA

Job Title	Director of Parks & Recreation
Department	Parks & Recreation
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	County Administrator
Supervises:	Assistant Director of Parks & Recreation, Pool Manager, Camp Leader, Program Leader and all those who work under these positions

JOB SUMMARY/PURPOSE

This position performs responsible professional, management and administrative work in planning and directing all recreation and parks activities for the County. This position is responsible for the development of policies, procedures, and supervision of staff including scheduling and training for all parks and recreation programs. The position evaluates the needs of the various populations it serves and seeks out new ideas and methods to provide the appropriate services. The Director of Parks & Recreation is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Plans, organizes, administers and directs the operations of the Parks & Recreation department which includes sports programs (volleyball, indoor and outdoor soccer, basketball, pickleball, yoga, etc.) summer camp program, aquatics program at outdoor pool, after school programs, and the supervision of Parks, etc.;
- Develops, evaluates, reviews, approves and administers policies and procedures for all department programs; such as operating procedures for the use of outdoor facilities, athletic fields, pool facilities, Park facilities, all recreational programming and activities; develops safety practices for use of all facilities and programs;
- Reviews and evaluates the effectiveness of programs and services provided by department; fosters development of alternative sources of funding, equipment, property and labor;
- Develops short-term and long-range program and facility planning to meet community leisure needs; works with Parks and Recreation Committee to review programs and receive input; serve as staff support for Committee;
- Supervise, oversee, and perform recruiting services for all full and part-time, seasonal employees and contracted instructors; develop, supervise and conduct employee orientation sessions;

- Directs the day-to-day operations and activities of the department and supervises staff including scheduling, training and discipline;
- Monitors the status of work in progress and inspects completed work;
- Consults with assigned staff, assists with complex problem situations, and provides technical expertise as needed;
- Consults with the County Administrator, Board of Supervisors, County officials, consultants, local, schools, regional, state and federal government agencies, and other officials to review department operations/activities, review/resolve problems, receive advice/direction and provide recommendations for various departmental issues;
- Serves as a liaison between local, schools, regional, state and federal resource offices and the private sector to coordinate services and share information;
- Develops Department policies and procedures and assigns, trains and supervises staff, Consults with County Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval for such personnel actions;
- Prepares and administers operating budgets (including processing invoices) for department; presents budget to the Board of Directors, County Administrator and Board of Supervisors;
- Submits oral and written reports to County officials and state agencies as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictate;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with parks and recreation administration trends and maintains Certified Pool Operator certification;
- Consistent on-site/field work and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Bachelor's degree from an accredited college or university with major coursework in Recreation and Park Administration or a related field, supplemented with over five (5) years of extensive experience in the administration of recreational programs and in the development, planning and operation of recreational facilities or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Certified Parks & Recreation Professional preferred.

Licenses or Certificates:

- Valid Driver's License
- CPR & First Aid Certification;
- Certified Pool Operator
- Water Safety Instructor certification highly desirable
- Lifeguard Certification preferred
- Aquatics Facility Operator preferred

Knowledge, Skills and Abilities:

- Thorough knowledge of all phases of community recreation activities and their administration;
- Knowledge of the principles and methods of park, recreation and playground planning and development;
- Knowledge of the principles and practices of public administration with special reference to personnel and budget administration;
- Knowledge of maintenance/use/care of pool facilities and other recreation facilities and equipment;
- Knowledge of various software applications such as Word and Excel and recreation software;
- Knowledge of budgeting and purchasing procedures and skills in administering such procedures;
- Knowledge of Park management and the related day to day operations;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce documents that accurately convey information;
- Ability to create technical reports using basic math, budget and statistical skills;
- Ability to exercise independent judgment and set priorities, organize work, and complete tasks efficiently and accurately;
- Ability to work independently in supervising and training others to deal effectively with the public;
- Ability to maintain professional ethics related to confidentiality;
- Ability to develop and execute a well-rounded program of recreation activities and multitask;
- Ability to use a variety of sports equipment and maintain pool equipment;
- Ability to cooperate with School and County authorities, private groups, agencies and the general public to schedule and administer programs;
- Ability to establish and maintain effective working relationships with government officials, volunteers, schools, community groups, associates and the general public.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemicals -Pool		X		
Work with fumes or airborne particles		X		
Work near moving mechanical parts -Pool			X	
Risk of electrical shock- Pool			X	
Vibration	X			
Equipment Used – Computers, office equipment, hand tools & pool equipment			X	

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms		X		
Smelling Chlorine or other pool chemicals		X		
Bending, pulling, pushing		X		
Other-Driving			X	
Other-extreme heat working near wet conditions at the pool		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds			X	
Up to 75 pounds – Soccer Goals		X		
Up to 100 pounds	X			
Over 100 pounds – Life Guard Stand		X		

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).