



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### **DIRECTOR, PARKS AND RECREATION**

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult professional and administrative work planning, organizing and directing park and recreation programs; does related work as required. Work is performed under general supervision. Supervision is exercised over all department staff.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, organizing, directing and supervising parks and recreation programs, services and staff; handling personnel and public information matters; overseeing the preparation and maintenance of schedules, contracts, reports, records and files; coordinating work with other departments; preparing reports.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Plans, organizes, promotes and directs comprehensive athletic, parks and recreation programs for all age groups; Supervises and directs the activities and use of public recreation facilities such as athletic fields, courts, playgrounds and parks;  
Assigns daily maintenance work;  
Coordinates facility use with school officials;  
Oversees maintenance of County grounds, parks and facilities;  
Conducts performance appraisals on department staff;  
Plans and coordinates capital improvements;  
Assists program participants; meets with various civic organizations;  
Develops strategies and evaluates operational effectiveness;  
Prepares documentation for grant applications;  
Recommends hiring, promotions and disciplinary actions;  
Prepares budget requests for Parks and Recreation Department; controls expenditures of appropriated funds; prepares reports and maintains records;  
Develops policies and sets fees for department programs;  
Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;  
Must have a valid Virginia Driver's License;  
Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of all phases of community recreation activities and their administration; comprehensive knowledge of the principles and methods of park and recreation planning and programming; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies to county authorities, private groups and agencies and the general public; ability to plan, organize, direct and evaluate the work of subordinates; ability to communicate complex ideas, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with associates, program participants and the general public.

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree and over ten years of supervisory experience or a Master's degree with five years of supervisory experience; preferred certified parks & recreation professional or any combination of education and experience equivalent to graduation from an accredited college or university with course work in recreation and park administration or related field and extensive experience in the administration of programs and the development and planning of recreation facilities.