

# **Grayson County, VA**

## **Director of Parks & Recreation**

### **Definition of Work**

The Director of Park and Recreation position will manage the County's recreation facilities and services for the benefit to the citizens of Grayson County through various activities and programs. The director will work for and report directly to the County Administrator.

### **Examples of Work to be Performed**

- Provides ongoing day-to-day supervision of recreation department personnel
- Develop, plan, organize, implement and manage all recreation programs for the County
- Prepares reports, correspondences, documents as necessary and maintains good records
- Assess and plans for future needs
- Directs financial operations of the department, including developing and monitoring the departmental budget
- Applicable grant writing and project management
- Other duties as assigned

### **Desired Knowledge**

- General knowledge of guidelines for County recreation programs
- Knowledge of state laws, rules, liabilities and recreation protocols

### **Required Skills and Abilities**

- Ability to collect applications, analyze, and organize, teams for recreation programs
- Ability to work within the community and to readily identify and use available resources
- Ability to maintain records and make oral and written reports
- Ability to effectively use a computer and other technology as necessary
- Ability to assess and mitigate potential risks and hazards
- Ability to operate and maintain general park facilities
- Ability to manage full- and part-time personnel
- Excellent written, oral and inter-personal communication skills
- Ability to work both in a team environment and individually as required
- Self motivated
- Must be able to bend, stand, sit, walk, and lift up to 50 pounds

### **Required Education**

An associate's degree is desired and a bachelor's degree is preferred with coursework in recreation, sports management or a related field, or the equivalent combination of education and experience

### **Other Requirements**

- Criminal history report to be conducted
- Valid State Driver's License