



CLASSIFICATION	16
RANGE	\$78,750 – \$118,125
FLSA	EXEMPT
NOTICE REQUIREMENT	30-DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	YES

Director of Recreation

Job Summary:

Under the general direction of the County Administrator, plans, directs and reviews the activities of the Recreation Department programs including recreation, outdoor programs, river activities, biking and hiking, sports, special events, and senior activities. Is responsible for, directs, oversees and assists in the planning, development, operation and review of recreational facilities, sports complex operations and programs to provide and support diverse, quality recreational and leisure opportunities for all County residents and visitors consistent with community demands reflected in the County's vision. Provides direction to meet County goals and to coordinate with other service areas, board, commissions and the public. Performs other job related work as required.

Key Responsibilities/Essential Functions:

- Promotes the vision, mission and values of Botetourt County.
- Encourages and facilitates the development and self-management of staff individually and in teams pursuant to established policies, procedures, goals and standards.
- Monitors and reports to executive leadership industry trends and conditions, regulatory proposals and development, industry innovations and best practices.
- Assists in the conception and development of strategies, goals, plans, programs and systems.
- Develops outdoors programs as demanded by the public and use of Botetourt County natural resources.
- Advocates for and represents the County's interests consistent with adopted policies and plans.
- Prepares and maintains a five-year capital improvements plan for recreational investments.
- Prepares and maintains a multi-year recreation strategic plan in consultation with the Recreation Advisory Commission, County administrative and elected leadership, stakeholders and the public.
- Prepares and recommends annual departmental operating expenditure budgets and revenue projections and forecasts. Builds and maintains effective relationships throughout County departments and agencies, regional governments and entities, community groups and organizations, sports organizations and clubs, and with staff, volunteers, residents, parents and participants.
- Manages public relations in consultation with executive leadership, as necessary.
- Manages departmental personnel and performance in consultation with executive leadership and Human Resources.
- Monitors, measures and regularly reports performance outcomes for staff, programs, activities and operations. Ensures all departmental staff is knowledgeable of and complies with all applicable County, state, federal and other laws, rules, regulations, policies and procedures including but not limited to those related to health and safety, purchasing, time and leave, standards of conduct, use and maintenance of equipment and supplies, and operations.
- Monitors and approves, as required, all departmental purchases and the inventory of equipment and supplies to manage expenditures and ensure loss prevention.

Job Requirements:

- Bachelor's Degree from an accredited four-year college or university in recreation administration, physical education, leisure services or related field
- At least five years of experience as a chief or assistant administrative officer managing a full-service recreation organization serving people of all ages, or equivalent combination of education and experience.
- Knowledge of and experience with modern principles, management practices and techniques of Recreation Management, programming and resource development including park, recreational, cultural, prevention, sports and community-wide activities.
- Knowledge of the recreational, cultural and social needs of all age groups and people of diverse backgrounds.
- Knowledge of modern office procedures, methods, equipment and software/applications including remote communications and telework.
- Knowledge of principles and practices of supervision, staff selection, motivation, training and personnel management.
- A demonstrated passion for working with people and healthy living.
- A lead-by-example and collaborative leadership style.
- Demonstrated record of effective budget planning and management and financial management.
- Must be highly organized, detail oriented and highly effective at time management.
- Demonstrated record of effective strategic planning including multi-year capital and operations planning.
- Demonstrated record of effective intra-department, inter-department, inter-agency, public and community engagement and relationship building.
- Ability to effectively manage multiple projects of varying natures.
- Ability to work amicably and effectively under pressure and to work such hours as are necessary to accomplish the job.
- Ability to lead, manage, evaluate and train personnel effectively and maintain discipline.
- Ability to read, analyze and interpret complex documents, plans and data.
- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to write/give speeches and presentations on complex topics to top management, public groups, elected and appointed officials and the public
- Ability to accurately define problems, collect relevant data, establish facts, draw valid conclusions, and prepare appropriate and effective solutions.
- Experience developing fundraising campaigns and sponsorships preferred.
- Demonstrated proficiency in Microsoft Office applications and the ability to quickly learn and effectively utilize various computer and electronic tools including but not limited to time reporting and management applications, work order and management applications, inventory tracking and control applications, budgeting and financial software, and recreation and sports management software.
- VRPS and NRPA preferred.
- Proficiency in computer usage and Microsoft Office Suite.

Physical Demands/Special Work Environment:

- Constantly operates a computer, other office equipment. These tasks involve movement such as picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Substantial movements (motions) of the wrists, hands, and/or fingers.
- The person in this position sometimes is required to traverse across uneven grounds; construction sites, small spaces; and wet, snow or ice covered surfaces.
- Occasionally ascends/descends ladders access work areas and/or conduct inspections.
- Occasionally positions one's self low to ground or on ground to observe work and make inspections.
- Occasionally works in outside environmental conditions, extreme cold, extreme heat, hazards and atmospheric conditions.

- Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Worker must be able to remain in a stationary position for up to 50% of the time.
- The person in this position needs to occasionally move about inside the office to attend meetings; access files, office machines; to interact with County employees.
- The person in this position frequently communicates and exchanges information with design professionals, owners, developers, consultants, co-workers, officials and members of the general public to support, promote, and achieve County goals and objectives.
- Must be able to exchange accurate information in these situations.

Reports to: County Administrator

Supervisory Responsibility: Departmental Staff

Botetourt County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisor Signature

Date