

## **Surry County Employment Opportunity**

### **Director of Parks & Recreation**

Surry County is seeking a highly motivated individual to fill the position of Director of Parks & Recreation. Job functions shall be to administer and update departmental programs, policies, and procedures. Duties also include preparing department operational budget; monitors expenditures of appropriated funds; prepares and monitors grants, coordinates county programs with other community recreational organizations, county agencies, and departments. This position represents the department at public, board, and committee meetings and to the media; meets with civic organizations, special interest groups and citizens; participates in active public relations programs to address needs, encourage development of recreational programs and activities and promote interest in parks and recreational facilities; resolves issues and concerns.

**QUALIFICATIONS:** A Bachelor's degree with coursework in recreation, physical education, sports administration, or related field and considerable experience in the administration of recreational programs including supervisory experience, or equivalent combination of education and experience. Salary is dependent upon qualifications.

Interested applicants may obtain a job application from the Surry County Administrative Office or may download in PDF format. Applications and resumes will be accepted at the County Administrator's Office, Attention: Mr. Tyrone W. Franklin, 45 School Street, Surry, Virginia 23883 until the position is filled.

**Surry County is an Equal Opportunity Employer**