



HANOVER COUNTY GOVERNMENT
invites applications for the position of:

Administrative Manager - Parks & Recreation

SALARY: \$52,355.00 - \$70,688.00 Annually
JOB TYPE: Full-time
LOCATION: Taylor Complex, Ashland
DEPARTMENT: Parks and Recreation - Administration
OPENING DATE: 08/16/19
DESCRIPTION:

Revision Date: June, 2018

General Description: This is a professional position that requires technical knowledge and skills. The incumbent performs routine and complex tasks and is responsible for proper operation of assigned departmental functions and programs. Administrative support is provided to the Department for all Human Resource/payroll, financial/accounting/budget, and clerical functions.

Organization: The Administrative Manager reports directly to the Department Head or designee and supervises several fiscal and/or administrative support staff.

Essential Functions:

- Supervises, trains, and evaluates the work of professional, administrative, and other support staff, and performs related human resources functions and completing necessary documentation.
- Supervises department's administrative services to include HR/payroll, accounting/budget, contract management/procurement, customer service and other department programs.
- Partners with staff and customers to research/investigate and resolve complex inquiries, problems and complaints.
- Develops, implements and maintains procedures and workflow for assigned areas of responsibility.
- Serves as the Department's fiscal and IT contact
- Manages programs, services and functions to include accounts payables and receivables.
- Develops reports as needed.
- Prepares fiscal reports, such as payroll and/or budget-related items including cost analysis and trends.
- May provide high-level administrative support to a Department Head, Assistant or Deputy.
- Performs related work as assigned.

Working Conditions:

A. Hazards

- None Known
- B. Environment
- Office
- C. Physical Effort
- Minimal
- D. Non-exempt

Knowledge, Skills and Abilities: Working knowledge of principles and practices of administrative/business management required, to include business and management principles involved in program management, resource allocation, and coordination of people and resources. Must be computer literate, preferably in Microsoft Office. Ability to conduct complex studies involving administrative and financial systems and procedures; to identify and define problems and develop action plans for resolution; and to prioritize and organize multiple assignments and projects. Ability to communicate effectively and to maintain confidentiality. Must be able to establish and maintain successful working relationships with internal and external customers and to supervise staff.

Education, Experience and Training: Bachelor's degree in business, accounting or public administration or a related field, with a minimum of three (3) years professional experience that includes fiscal management, budgeting, administrative analysis, business or customer services or other closely related field, to include two (2) years in a supervisory capacity – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Work beyond normal work schedule
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period

SPECIAL INSTRUCTIONS TO APPLICANTS:

If you are selected for this position, you will be required to provide a copy of your diploma/degree and certifications.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.hanovercounty.gov>

Position #201900136
 ADMINISTRATIVE MANAGER - PARKS & RECREATION
 RS

7497 County Complex Road
 Hanover, VA 23069
 804-365-6075

humanresources@hanovercounty.gov

Administrative Manager - Parks & Recreation Supplemental Questionnaire

- * 1. Please describe why you are interested in this position and how it fits in with your career goals.

* Required Question