



**COUNTY OF KING WILLIAM, VIRGINIA  
DEPARTMENT OF PARKS AND RECREATION**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Parks and Recreation Manager</b>
<b>Position Class:</b>	Manager
<b>Pay Grade:</b>	E22
<b>Exempt Status:</b>	Exempt
<b>Salary Range:</b>	\$44,844-\$64,950

**GENERAL DESCRIPTION:**

Under administrative direction, the purpose of the position is to administer a comprehensive recreation program for King William County within budgetary limitations, including the management and control of all properties assigned to the department. Employees in this classification perform administrative work. Position is responsible for planning and directing the parks and recreation program, preparing the annual operating and capital budget proposal and directing the expenditure of funds, hiring, training and supervising the staff, and attending meetings of department heads and supervisory boards. Performs related work as directed.

**ESSENTIAL FUNCTIONS:**

- Assigns, reviews, plans and coordinates the work activities of others. Provides work instruction and employee training. Maintains work standards and evaluates employee work performance. Responds to employee issues and grievances. Recommends and/or approves the selection, transfer, promotion, and salary increase, discipline, and/or discharge of employees.
- Plans long-range recreation programs and develops and reviews park and recreation master plan.
- Prepares and monitors the annual operating and capital budget, reviews and approves budget requests for the department. Directs the expenditure of the funds appropriated for operations.
- Attends meetings of department heads, various supervisory and advisory boards, agencies and community groups to present department programs, educates community, and receives feedback on programs. Helps public with questions and concerns regarding programs.
- Collects, analyzes and maintains recreation program data for reporting measures as well as for strategic goals.

- Coordinates with the Facilities Department on all capital projects and construction on Park property.
- Develops and maintains a strong working relationship with the public school to ensure programs offered support their education initiatives and goals.
- Works closely with the Financial Services Department to ensure compliance with County procurement standards and policies.
- Initiates new programs, assesses existing programs and acts a liaison with the community to ensure recreational programs are meeting the needs of the County.
- Prepares periodic reports to county administrators, Board of Supervisors, makes presentations on department matters to the Board of Supervisors as required.

**MINIMUM EDUCATION, TRAINING AND EXPERIENCE:**

Bachelor's degree in Recreation and Parks administration, Public Administration or closely related field; supplemented by minimum three (3) years previous experience and/or training that includes parks and recreation programs and supervisory skills; or an equivalent combination of education, training, and experience.

Must have current certifications in CPR/First Aid training or able to attain within six months of employment. Must possess and maintain a valid Virginia Driver's License (occasional job-related driving of personal vehicle and/or County fleet vehicles required).

**EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

\*\*Potential candidates will be required to complete drug testing, driving and background checks.

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*The foregoing is intended as a general description of job responsibilities and performance expectations and does constitute a contract for employment between the employee and the County of King William, Virginia.*