

Job Advertisement

The Town of Warrenton invites your interest for the position of Director of Parks and Recreation. The Director is responsible for performing complex professional and difficult administrative work planning, organizing and directing park and recreation programs, including overseeing the Warrenton Aquatic and Recreation Facility. Work involves setting policies and goals under the general direction of the Town Manager. Supervision is exercised over all department staff including 6 full-time staff members and over 75 part-time and seasonal employees. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in parks and recreation administration and extensive experience in the administration, management and operations of parks and recreation programs including considerable supervisory experience is required. Must possess a valid Virginia driver's license and be a certified pool operator. A Town of Warrenton application is required to be considered for this position. Open until filled. EOE.



Job Details

Job Function: Director of Parks and Recreation

Salary: \$88,387.05 - \$114,903.16

Position Type: Full-Time

Website: warrentonva.gov

Form of Government: Council – Manager

How to Apply

For more information and to apply visit our website at

http://www.warrentonva.gov/government/departments/human_resources/employment.php

Summary

The Director is responsible for performing complex professional and difficult administrative work planning, organizing and directing park and recreation programs, including overseeing the Warrenton Aquatic and Recreation Facility. Work involves setting policies and goals under the general direction of the Town Manager. Supervision is exercised over all department staff including 6 full-time staff members and over 75 part-time and seasonal employees. Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in parks and recreation administration and extensive experience in the administration, management and operations of parks and recreation programs including considerable supervisory experience is required. Must possess a valid Virginia driver's license and be a certified pool operator.

Essential Duties and Responsibilities

1. Plans, organizes, directs, evaluates and maintains the Town's parks and recreation department to include the aquatic facility, playing fields, and all other established park sites located within the corporate limits;
2. Overall responsible for all programs, services, and staff for the Town's parks and recreation department;
3. Evaluates parks and recreation needs and formulates short and long term plans to meet needs in all areas of responsibility;
4. Prepares and administers the annual budget; presents the budget to Town Council; monitors department expenditures; manages the control and use of department resources;
5. Attends Council and other public meetings; gives presentations to various groups, as required;
6. Promotes department programs and objectives;

7. Plans, manages, and evaluates a wide range of year round recreation programs for the community;
8. Coordinates the activities of the department with other Town departments and other public and private agencies;
9. Directs the development of programs, goals, services, and organization of the department;
10. Recruits and selects department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions;
11. Directs and evaluates the performance of consultants and outside contractors working on public projects; evaluates and manages the progress of projects;
12. Plans and manages marketing initiatives for department programs, activities, and services;
13. Performs related tasks as required.

Supervisory Responsibilities

Manages assistant directors and coordinators who supervise employees in Aquatic and Recreation Center and Parks Maintenance divisions. Is responsible for overall direction, coordination and evaluation of these divisions. Carries out supervisory responsibilities in accordance with the Town's policies and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning and directing work; appraising performance; rewarding and discipline employees; addressing complaints and resolving problems.

EEO Employer.