



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:

Assistant Director for Administrative/Business Services

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An Equal Opportunity Employer

INTRODUCTION:

Transform your career and community as an Assistant Director for one of Metro D.C.'s largest, most dynamic park systems in an organization recently ranked as the 42nd best employer in Virginia by Forbes Magazine!

The Prince William County Department of Parks, Recreation, and Tourism is seeking an Assistant Director for Administration to lead a talented team of human resource, budget, finance, information technology, and safety professionals in providing excellent internal support to a trend-setting agency with a robust service portfolio that ranges from waterparks and preschools to marinas and historic properties. If you are looking to make your mark in a fast-paced, high performance organization with a vision to catalyze holistic community transformation while enjoying a wide berth to flex your leadership skills and creativity to achieve assigned goals and objectives, then apply today!

The position comes with unparalleled benefits including health and dental coverage, enrollment in the Virginia Retirement System, defined contributions match, 10 holidays and 4 personal leave days, and generous training and professional development support.

ABOUT THE JOB:

Your Charge

The successful candidate will lead a division of 16 full-time equivalent employees who are responsible for providing internal services for a Department of over 1,000 full and part time employees spread across eight divisions: Administration, Communications, Historic Preservation, Maintenance Operations, Planning and Development, Rangers, Recreation, and Tourism. He/she will work independently with the utmost discretion and integrity to ensure all centralized budget, financial, human capital, safety, and information technology systems for the Department function efficiently and in alignment with County policies, industry best practices and national accreditation standards. He/she will: oversee the Department's participation in Countywide policy development and systems improvement projects, assist Division leaders with budget analysis, business planning based on industry trends, and developing strategies for business optimization; serve as a member of the Executive Team to establish strategic direction for the Department, develop the skills of Department managers that make up the Leadership Team, and drive home the County's leadership-at-all-levels philosophy; and continually analyze budget performance, test controls, prepare and present financial reports for internal and external audiences, forecast revenues, and ensure compliance with accreditation standards. The position reports to the Director of Parks, Recreation, and Tourism.

The Right Leader

This career-defining position requires a proven change-agent with exceptional people and employee relations skills to complement their penchant for policy, numbers, performance measurement, and technology. They must excel in complex, fast-paced environments and have strong business acumen. They must lean into challenges, have a thirst for continuous improvement, possess strong communication skills, inspire excellent customer service, promote creative thinking and collaboration, excel at change management, and love working with teams. As an employee-centered agency that believes employees closest to the customer know their job best, the position requires a leader with a passion for empowering staff and drawing out the best out in others.

About the Department:

The Department of Parks, Recreation, and Tourism has a mission to create recreational and cultural experiences for a more vibrant community and envisions itself as a lead collaborator in delivering holistic solutions for community transformation. The Department's service portfolio includes 57 parks and facilities spread across 5,000 acres, two waterparks, four community pools, three indoor aquatic and fitness centers, three community centers, three golf courses, 50 miles of trails, 15 historic sites, and over 200 athletic fields. The Department has an operating budget of over \$42 million including enterprise and restricted tourism funds and boasts a 40% cost recovery (70%+ for Recreation Services). The Department is currently managing nearly \$40 million in capital improvement projects with exciting new investments on the horizon. In 2019, voters approved a \$41 million bond referendum for new parks and trails. The Department is undergoing exciting foundational changes such as a recent update to its Comprehensive Plan and Master Plan utilizing a new Level of Service methodology rooted in equity and sets a goal to double County parkland acreage. In addition, the Department is currently undergoing national accreditation through the Commission for the Accreditation of Parks and Recreation Agencies. Recent external recognitions for the Department include the attainment of E3 status from the Virginia Environmental Excellence Program for a commitment to environmental stewardship in operations and a Gold Medal from the Virginia Department of Environmental Quality for the Neabsco Boardwalk project. The Department is supported by four advisory boards and two foundations. The Department is uniquely employee-centered and follows a Leadership Philosophy that believes in *Leadership at all Levels*. To that end, all employees are invited to participate in day-to-day problem solving, system improvement initiatives, and strategy setting. The Department believes that employees thrive when they are trusted, included, respected, and supported at all levels.

About the Division:

The Administration Division is the engine of the Department, responsible for ensuring all business units within the Department have the necessary staffing, budget, technology, and safety resources to meet strategic goals. The Division also ensures conformance with personnel, financial, and risk management policies through training, controls, and general oversight. The Division consists of 16 full time equivalents and has an operating budget of \$3.3 million. Critical functions of the Division include: facilitating the development of the Department's \$42 million operating budget; recruiting and on-boarding 800 seasonal staff annually; conducting training on safety, personnel, and financial policies; processing payroll for 1,800 employees during peak season/1,000 in non-peak season; managing accounts payable and receivable; financial and environmental audits, safety inspections, and coordinating procurement for nearly 12,000 purchase transactions per year. The most significant responsibilities of the Division are the development and oversight of the Department's \$42 million operating budget and the recruitment and on-boarding 800 seasonal staff annually, both of which require close coordination with other divisions. The Division is composed of four branches: Finance, Human Resources, Safety, and Information Technology. The Information Technology Branch has a direct reporting connection to the

County's central Information Technology Department and an indirect reporting connection to the Assistant Director for Administration.

PREFERENCES:

Bachelor's/Master's Degree in Public Administration/Affairs, Business, Human Resources, Accounting, or a related field; 7 years of local government experience working in a human resource, budget, business services, and/or finance role, including 3 years of experience providing direct supervision for two or more full-time staff.

- Experience managing a branch or division responsible for providing budget, finance, human resource, purchasing, and/or risk management services
- Direct financial control oversight for a \$20 million+ operating budget
- Experience working for an accredited parks and recreation agency
- Experience in face-paced office work environment
- Experience in a CQI/High Performance Organization
- Experience holding two or more positions in purchasing, budget, finance, and human resources over the course of his/her career
- Experience leading (or playing a lead role) in a major enterprise system overhaul/upgrade that required change management
- Experience researching and writing sound policies
- Experience with implementing risk management policies
- Knowledge of labor and civil rights law
- Experience overseeing the recruitment for seasonal, provisional and full-time staff
- Experience developing and executing an employee training program
- Knowledge of basic IT infrastructure
- Knowledge of enterprise accounting and human resource software
- Knowledge of local government accounting principles and practices
- Knowledge of basic procurement principles and practices

SCHEDULE REQUIREMENTS:

37.5 Hours Per Week; some night and weekend work.

ENTRY SALARY RANGE: \$90,000 - \$123,896

To view the complete job announcement and apply online please visit our career page: at:

<https://www.governmentjobs.com/careers/pwccgov/jobs/2871653/assistant-director-for-administrative-business-services?pagetype=jobOpportunitiesJobs>

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