

**Prince William County
Department of Parks, Recreation and Tourism**

Deputy Director

Job # 201206011

Salary: \$110,195.00 - \$186,044.00

Advertisement Active through November 18, 2020

Introduction

Influence broad organizational and community transformation as the Deputy Director for one of Metro D.C.'s largest, most dynamic parks and recreation systems recently recognized as a gold medal winner by the Governor of Virginia!

The Prince William County Department of Parks, Recreation, and Tourism is seeking an inspiring and innovative leader to help shape the systems and culture necessary to advance best-in-industry service delivery for 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! Prince William County was recently ranked as the 42nd best employer in Virginia by Forbes Magazine and is located 30 miles from Washington, D.C. The County boasts a AAA bond rating for the ninth consecutive year from Fitch Ratings, Moody's Investors Service, and S&P Global. 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:

The Position

The successful candidate will share oversight responsibilities for an accredited Department of over 1,000 full and part time employees (1,800 during peak season) 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 strengthen existing partnerships, develop new partnerships, lead special projects, resolve politically-sensitive issues, oversee assigned Divisions, and generally ensure the Department functions efficiently and in alignment with County policies, industry best practices, and national accreditation standards. The Deputy Director will periodically fill in for the Director and support the office of the County Executive as necessary as well as provide timely information to elected officials. He/she will help lead the Department's Executive Team to establish strategic direction for the Department and ingrain the County's *Leadership-at-all-Levels* philosophy into all employee ranks. The Deputy Director will serve as a lead voice for championing the essential benefits of parks and recreation and educating the public, stakeholders, and elected officials about the Department's unique services and impact on the community. He/she may represent the Department by

serving on boards and committees. The position reports to the Director of Parks, Recreation, and Tourism.

Specific Charge

The Deputy Director will supervise the heads of the Communications, Ranger, Historic Preservation, and Recreation Divisions and assist them in reaching their business goals in alignment with the Department's Strategic Plan. Division assignments are subject to change at the Director's discretion prior to or after filling the position. He/she will coordinate all aspects of accreditation compliance in accordance with the Commission for Accreditation of Parks and Recreation Agencies (CAPRA), ensuring specific standards are integrated into the fabric of the Department's daily business dealings as a living aspect of its culture as well as tracking compliance, and maintaining accountability for regular section updates. He/she will supervise the School Liaison position and, together, lead the expansion of joint programs in cooperation with the Prince William County School system, an organization that serves 92,000 students across nearly 100 facilities. The Deputy Director will serve on the Emergency Operations Center team and oversee the Department's Continuity of Operations Plan. Finally, the incumbent will help usher in new policies and procedures to ensure all citizens have equal access to parks and recreation services regardless of demographic.

The Right Leader

This career-defining position requires a proven relationship-builder with exceptional people and conflict-resolution skills to complement their talent in logistics and a proclivity for creative problem-solving. They must excel in high pressure, fast-paced environments, be able to visualize possibility in every situation, and possess a "get to yes" attitude that cuts through obstacles. Furthermore, the next Deputy Director must be a self-starter that thrives in a multitasking environment, naturally leans into challenges, has a thirst for continuous improvement, possesses impeccable communication skills, inspires creative thinking, and revels in silo-crushing collaboration. As an employee-centered agency that believes employees closest to the customer know their job best, the position requires a motivational leader with a passion for empowering staff and drawing out the best in others. The next Deputy Director will have a track record of taking initiative to solve long-standing problems and collaborate outside his/her normal confines to provide value to the larger organization. The successful candidate will be able to show evidence of transformative changes to the community and/or organization derived from his/her leadership and creativity and demonstrate outside recognition for their leadership prowess.

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 (including one operated by George Mason University), 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 proud to be the largest employer of youth in Prince William County and partners with numerous leagues to serve approximately 35,000 youth and adult sports participants annually.

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 accessibility and sets a goal to double the County's parkland acreage from 5,000 to 10,000 acres. In addition, the Department was recently accredited as the 13th agency in VA by the Commission for the Accreditation of Parks and Historic Preservation. The Department boasts three accredited entities under one unified structure.

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, a Gold Medal from the Virginia Department of Environmental Quality for the Neabsco Boardwalk project, numerous Golden Guard awards and "exceeds" audit scores from Ellis and Associates, the Department's aquatic safety program. 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.

Strategic Plan

The Department of Parks, Recreation, and Tourism's Strategic Plan lays out six Focus Areas, which serve as its core principles for service delivery:

1. Visitor Experience

Goal: Mobilize a new generation of parks and recreation customers and advocates

2. Community Engagement

Goal: Create transparent, effective, and efficient strategies that continually allow the residents of Prince William County to provide feedback on, and a vision for, parks and recreation

3. Employee Engagement

Goal: Empower leadership at all levels

4. Operational, Planning, and Business Excellence

Goal: The Department will operate a financially stable, well-run business unit of Prince William County

5. Safety and Environment

Goal: Develop and implement environmental and safety standards that will provide

Prince William County residents with high quality park and recreation experiences while promoting proper safety training and awareness for department personnel

6. Equity, Diversity, and Inclusion

Goal: Prince William County's parks, facilities, and programs will be places in which every member of the community is welcome and can focus on their potential without discrimination. Prince William County's parks, facilities, and programs will be equitably distributed amongst the County and its populations and be places that foster opportunities for health and wellbeing.

About Prince William County:

Located 30 miles outside the District of Columbia, Prince William, Virginia is the 2nd largest county in Virginia and the 4th fastest growing county in the Commonwealth. Known for its diverse population (the first majority-minority County in Virginia), quality schools, and gorgeous cultural and natural resources, Prince William has become a community of choice for families and professionals in the D.C. metro area. The County boasts two National Parks, including the largest protected natural area in Metro D.C., the National Museum of the Marine Corps, Jiffy Lube Live outdoor music venue, 20 craft breweries and wineries, the George Mason University Science and Technology Campus, the Hylton Performing Arts Center, and NOVA Community college—the second largest systems in the United States. In the face of accelerating population growth, the County is planning exciting new re-development areas, in which to concentrate mixed-use development for vibrant live-work-play communities.

PREFERENCES:

Bachelor's/Master's Degree in Parks and Recreation Management, Public Administration/Affairs, Business Administration, or related field; 7-10 years of progressively responsible local government experience in The Parks and Recreation field, including 3 years of experience providing direct supervision for two or more full-time staff; Certified Parks and Recreation Professional or Executive.

- Experience managing a branch, division, or operation of considerable size and complexity
- Experience working for a high cost-recovery Parks and Recreation agency
- Experiencing overseeing an operating budget (or budgets) of \$20,000,000+
- Experience leading recreation operations, planning and programming, including Enterprise Sites/Programs
- Experience leading marketing and communications operations and knowledge of digital marketing principles
- Experience with Park Ranger/security operations and knowledge of such principles
- Experience managing special projects
- Experience working directly with elected officials and advisory bodies
- Experience leading logistically complicated projects
- Experience coaching management level staff through complicated situations
- Experience working for an Accredited parks and recreation agency
- Experience in fast-paced office work environment

- Knowledge of CAPRA standards
- Experience leading CAPRA re-accreditation
- Experience in a Continuous Quality Improvement or High Performance Organization (HPO)
- Training in HPO management
- Experience building diverse coalitions to address common interests
- Experience serving on task forces and committees outside of normal duties to advance wider community initiatives
- Experience with outreach to underserved communities
- Experiencing with continuous operation planning and emergency management and knowledge of such principles
- Experience researching and writing policies
- Experience developing new partnerships for alternative service delivery
- Experience growing the professional competencies of staff and helping them realize advancement
- Experience partnering with a public school system
- Experience working with foundations

SCHEDULE REQUIREMENTS:

37.5 Hours Per Week; some night and weekend work

SPECIAL REQUIREMENTS:

The Department of Parks, Recreation and Tourism conducts DMV record checks on all licensed employees and criminal background checks on all hires 18 years and older. Fingerprinting may be required.

ENTRY SALARY RANGE: \$110,195 - \$186,044 annually

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

High School diploma or G.E.D. and 7 years of progressively responsible related experience that includes management and supervisory experience.

SPECIAL REQUIREMENTS

None.

PHYSICAL REQUIREMENTS

Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to travel.

NOTE

The above position description is intended to represent only the key areas of

responsibilities; specific position assignments will vary depending on the business needs of the department.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Prince William County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Agency

Prince William County Government

Address

1 County Complex Court
Suite 155
Woodbridge, Virginia, 22192

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

<https://www.governmentjobs.com/careers/pwcvgov/jobs/2887337/deputy-director?keywords=&page=2&pagetype=jobOpportunitiesJobs>

EEO/FMDV