



VACANCY ANNOUNCEMENT
Fredericksburg Parks, Recreation & Events
Assistant Director, Administration, Recreation Programs and Services
Starting Salary: \$73,608 - \$81,000 DOQ

Under direction of the Director, this position leads and/or assists in planning, developing, supervising and directing the operations, business functions, and administration of the Department, including financial, human capital and program management, Farmers' Market management, aquatic facility management, customer service and cashiering management at one primary and two seasonal satellite facilities. Duties include planning, managing and overseeing assigned programs and services; supervising staff directly and through subordinate supervisors; managing and allocating assigned resources; and assessing department operations to identify needed corrective actions and opportunities for improvement. Oversees and manages department and City special events as well as provides department support for private event functions throughout the City. Performs duties of Director in his/her absence as needed.

Requires a Bachelor's degree in Park and Recreation Administration, Physical Education, Recreation or a related field from an accredited institution supplemented by seven (7) years of progressively responsible recreational management, three (3) years of work-related experience in setting priorities, directing, and training and/or training and experience that provides the required knowledge, skills and abilities for the position.

Must have excellent written/oral communication skills and knowledge of the standards, principles, practices, rules and procedures of organized competitive sports and athletic activity and wellness programs.

Must possess a valid VA state driver's license, or be able to obtain. Criminal background check required.

Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to [City's Core Values](#). The City is a member of the Virginia Retirement System and offers competitive health insurance and leave benefits.

Completed City Applications should be submitted before **02/04/2022**. Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: www.fredericksburgva.gov

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
HR@fredericksburgva.gov

