

CITY OF HARRISONBURG
invites applications for the position of:

Assistant Director of Parks and Recreation

An Equal Opportunity Employer

SALARY:

Hourly	Biweekly	Monthly	Annually
\$40.94 - \$47.08	\$3,275.20 - \$3,766.40	\$7,096.27 - \$8,160.53	\$85,155.20 - \$97,926.40

OPENING DATE: 05/27/22

CLOSING DATE: 07/08/22 05:00 PM

DESCRIPTION:



The City of Harrisonburg, Virginia is seeking qualified candidates for the position of Assistant Director of Parks and Recreation to oversee the management of cultural arts programming, special events planning, and recreation center operations. Harrisonburg, (pop. 54,224) is located in the heart of the Shenandoah Valley, home to James Madison University and Eastern Mennonite University, and one of the fastest-growing cities in Virginia.

The Harrisonburg Parks and Recreation Department manages 12 main parks, numerous playgrounds including an award-winning 'Dream Come True Playground', a skate park, bike trails, Smithland Athletic Complex, softball and baseball fields, a dog park, two pools, and the Heritage Oaks Golf Course. The largest park in the City of Harrisonburg is Hillendale Park which encompasses 74 acres. [More information about the parks can be found online.](#)

The Department is an integral part of the City through the delivery of a variety of affordable leisure, recreational, and sports programs. The Department strives to provide cost-effective, year-round management and maintenance of the City's parks, public buildings, and golf course with a workforce of approximately 80 FTEs and a budget of \$6.8 million for the fiscal year 2023.

Under the general direction of the Director of Parks and Recreation, the Assistant Director is responsible for:

- Planning, organizing, developing, and administering the work of personnel engaged in the areas of cultural programming, special events, and recreation center operations, including conducting regular meetings with staff team members in assigned divisions;
- Overseeing the management of registration processes, cash handling procedures, and advertising/marketing of youth services, facilities, and cultural programming;
- Advising the Director on important matters relative to cultural programming and facility center operations;

- Assisting with the:
 - Development and fulfillment of the Capital Improvement Program;
 - Development of the operating budget and the monitoring of expenditures;
 - Development of master plans and long-range planning for parks and facilities;
 - Planning and design of park facilities;
- Identifying and applying for grant opportunities for recreational and cultural programs and amenities;
- Overseeing the design of park and facility brochures, calendars, news releases, and other online and printed materials for the promotion of programs, events, facilities, and the golf course;
- Meeting and interacting with the public, the media, and advertising and/or marketing representatives for the department;
- Responding to citizen inquiries regarding all cultural programming, the need for additional services and programs, and facility operations;
- Collaborating with outside agencies and organizations;
- Preparing and maintaining records and reports related to programming and financial controls;
- Assuming overall supervision of the department during the Director's absence.

The ideal candidate will possess:

- Thorough knowledge of:
 - Recreation administration;
 - Recreational, cultural, and special events programming;
 - Facility operations, cash handling procedures, and scheduling and reserving facility space to meet a diverse community population.
- Skills in the:
 - Creation of social and print media for advertising and showcasing amenities and programs;
 - Development of capital plans and operating budgets;
 - Successful application, attainment, and management of grant funding;
 - Development and delivery of presentations, reports, and information to elected and appointed officials, citizens, stakeholders, and staff team members.

The candidate should also have the ability to:

- Plan and supervise the work of subordinate staff team members;
- Forecast operational needs to finance current and future growth of the department facilities;
- Recognize the human behavior of program participants.

This is a full-time exempt position with benefits and a preferred hiring range of \$40.94 - \$47.08 per hour (equivalent to \$85,155 - \$97,926 annually); however, an exact salary will be dependent upon the selected candidate's qualifications/experience and in compliance with City policy.

Minimum Requirements:

- Bachelor's degree with coursework in recreation, park administration, or related field and extensive (6 or more years) experience in the administration of recreational programs, personnel leadership, facility operations, special event planning, and marketing/advertising of recreation programs and amenities. An equivalent combination of education and experience may be used to meet this requirement.
- Valid driver's license.
- Designation as a Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) is desired.
- [Click here to view the physical requirements of this position.](#)

The selected candidate for this position will be subject to the following screenings and must receive satisfactory results:

- DMV record review;
- Credit check;
- Drug screening; and
- Criminal background check.

Application Requirements: All candidates must complete a City of Harrisonburg online employment application, including work experience and education history in the body of the application, by 5:00pm EST on Friday, July 8, 2022 to be considered for this recruitment process. In addition to the City of Harrisonburg online employment application, applicants must submit the following:

- **Cover letter;**
- **Resume; and**
- **Three (3) professional references.**

Applicants unable to attach documents via the online application should contact the Human Resources department at 540.432.8920 or employment@harrisonburgva.gov. *Incomplete applications will not be accepted.*

The City provides an excellent benefits package including health insurance, retirement (VRS & MissionSquare), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5215 - (May 2022)
ASSISTANT DIRECTOR OF PARKS AND RECREATION
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

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