



DEPUTY DIRECTOR OF PARKS AND RECREATION

This is an executive level professional position. The incumbent performs difficult and complex tasks to ensure effective and efficient management of the Parks and Recreation Department to include the planning, evaluating and directing of all park, capital project and maintenance activities.

Organization

The Deputy Director of Parks and Recreation reports to the Director of Parks and Recreation and directly oversees maintenance and facilities staff including full-time, part time and seasonal employees.

Essential Functions:

- * Assists the Director of Parks and Recreation with overall leadership, strategic planning, establishment of workplace culture, and policy development for the department.
- * Directs and supervises all aspects of general grounds maintenance including all parks, schools, and local government facilities. Directs and oversees specialized athletic maintenance, including turf and nutrient management programs and completes inspections of fields, trails, playgrounds, walkways, buildings, storage facilities, lighting, signage, landscaping, and equipment.
- * Oversees inclement weather operations, including snow and debris removal processes.
- * Supervises employees and performs related human resources functions to include hiring, training, evaluation, safety inspections, and performance management duties.
- * Manages the department's capital improvement plan and assists with large-scale construction projects.
- * Manages and coordinates other small construction projects across all department facilities.
- * Assists with financial management of the department, including development and monitoring of the department's operating and capital budgets.
- * Serves as liaison to various athletic leagues and assists with field assignments, field scheduling, communication of inclement weather cancellations, policy development, and collection of fees.
- * Oversees procurement for maintenance-related projects and equipment purchases; prepares documents and develops scope of work for invitations for bids, requests for proposals, and other small competitive purchasing decisions.
- * Supports countywide special events by providing necessary personnel and resources needed for successful facilitation.
- * Serves on a variety of boards, commissions, and committees as a representative of the County and the department.
- * Serves as the department head in the absence of the Director of Parks and Recreation.
- * Performs other duties as required.

Hiring range is \$88,661 - \$119,692, plus excellent benefits. To view the full job description or to apply, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.