



DEPUTY DIRECTOR of PARKS AND RECREATION

Hanover County Parks and Recreation is an award-winning agency responsible for more than 2,000 acres of park and public lands, in addition to hundreds of diverse programs and a variety of signature special events. The Department is in search of a motivated, passionate, energetic, and well-rounded professional to fill the role of Deputy Director. If you have these characteristics and more, we encourage you to apply for this opening!

General Description

This is an executive level professional position. The incumbent performs difficult and complex tasks to ensure effective and efficient operations of the Parks and Recreation Department.

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 the planning, implementation and evaluation of various operational divisions including park services, facility operations, and recreation services.
- Manages the department's capital improvement plan and assists with large-scale construction projects.
- Supervises employees and performs related human resources functions to include hiring, training, performance evaluation, safety inspections, and duties.
- 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; purchases supplies, materials, and equipment as needed; ensures all established procurement policies are followed at all times.
- Oversees procurement for maintenance-related projects; prepares documents and develops scope of work for invitations for bids, requests for proposals, and other small competitive purchasing decisions.
- Assists with the creation and implementation of promotional efforts and community engagement opportunities; provides remarks at special events, ceremonies, and other special occasions; serves as a representative of the department at various community functions and events.
- Provides support to special events, programs, and other functions as required to provide the highest level of customer service possible at all times.
- Serves as the department head in the absence of the Director of Parks and Recreation.
- Performs other duties as assigned.

Hiring range is \$88,661 - \$119,692, plus excellent benefits.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com (804) 365-6075.