

**COUNTY OF LOUISA
DEPARTMENT OF PARKS, RECREATION & TOURISM
DEPUTY DIRECTOR**

Summary:

Assist the Director of Parks, Recreation, & Tourism in planning, directing, evaluating and implementing, high quality recreation programs and services. The Deputy Director will be responsible for the management and oversight of Childcare, Youth Programs, and Sports. He/ She will also coordinate and supervise the Sports Tourism Staff.

Essential Functions:

- Assists in the leadership and strategic planning of the department, emphasizing the development and enhancement of childcare and youth programming alongside traditional sports and recreational activities.
- Oversees the planning, implementation, and evaluation of youth-focused programs and sports activities, ensuring high-quality services that meet community needs.
- Supervises employees and performs related human resources functions to include hiring, training, performance and evaluation.
- Recruits, trains, supervises, and evaluates seasonal staff, instructors, coaches and volunteer participants; ensures background checks are completed; provides training for subordinates and volunteers; ensures staff receives and maintains any required certifications.
- 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.
- Prepares various reports of activities, budgets, and facilities; makes recommendations for budgeting of new equipment, supplies, maintenance needs, and capital improvements; monitors expenditures and supervises the purchases of equipment, supplies, and materials.
- Ability to establish and maintain effective working relationships with officials, public groups, citizens, and associates.
- Keeps current on trends and issues in public recreation by reading professional publications and attending conferences, workshops, and professional meetings.

- Serves as the department head in the absence of the Director of Parks and Recreation.
- Performs other duties as assigned.

Required Skills, Knowledge and Abilities:

- Thorough knowledge of the administrative practices and procedures relative to Parks and Recreation management, facility maintenance, project management, and recreation services required.
- Must have supervision, organizational, budgeting, and public administration skills. Should have comprehensive knowledge of facilities maintenance and turf management.
- Must have a proven ability to maintain professional ethics related to confidentiality.
- Must be able to demonstrate sound organizational, analytical, and problem-solving skills, effective listening skills and the ability to understand and follow directions.
- Must be able to establish and maintain successful working relationships with other County staff, government officials and the public.
- The ability to exercise sound professional and personal judgment, discretion, tact and resourcefulness and make independent decisions in accordance with established policies and procedures when problem solving.
- Computer skills also required to operate a personal computer and the associated office and departmental software and technology to establish and maintain accurate and complete records, and to access, manipulate and verify data.
- Ability to accurately create and maintain complex records and prepare reports from such records along with the ability to compose and prepare effective correspondence.

Education, Experience and Training:

Bachelor’s Degree in parks and recreation, child development, education, business administration, or a field related to the area of assignment; plus five (5) or more years of progressively responsible experience in youth programs, childcare, and/or sports; including (2) years of experience in a supervisory capacity within these areas; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Working Conditions:

- Environmental: Work is typically performed in an indoor/outdoor setting. The department is currently open to the public Monday through Friday from 8:30 a.m. until 5:00 p.m. This position will require a flexible schedule to

accommodate the needs of the Department and the County to include evening, weekend and occasional holiday hours.

- **Physical Effort:** Light to moderate work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- **Hazards:** Employee is subject to both inside and outside conditions: activities occur inside and outside in approximately equal amounts.

Special Conditions or Requirements:

- Must be willing to submit to a criminal background and Motor Vehicles check.
- Must consent to drug testing consistent with Louisa County's Drug-Free Workplace Policy.
- Must possess a valid Driver's License.
- Must maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period.

For more information and/or to apply: www.Louisa.org or qualified applicants should send resumes to HR@louisa.org

Disclaimer:

This information is of a general nature, and is not intended to be a comprehensive description of each and every duty. This position is also responsible for performing other duties as assigned.

EEO/Revised March 2024