



Bedford County, Virginia is seeking an experienced professional to serve as

# DIRECTOR OF PARKS & RECREATION





# The Bedford Community

Bedford County, Virginia, located in Central Virginia, is home to more than 80,000 residents throughout 761 square miles.

The County, nestled between the major metropolitan areas of Lynchburg and Roanoke, has a robust mix of economic drivers. This has allowed it to be a leader in the region and, over the last 30 years, to experience tremendous growth in both population and economic development. Bedford is fortunate to have a mix of higher density residential areas while maintaining vast tracts of beautiful, scenic farmland as well as suburban development.

Bedford County also boasts a tremendous portfolio of attractions that have brought people to our community for many years including: National D-Day Memorial, Peaks of Otter, Smith Mountain Lake, Blue Ridge Parkway, Thomas Jefferson's Poplar Forest, Artisan Trail, vineyards, and breweries.



## County Government

Bedford County was founded in 1754 and operates under the direction of a seven-member Board of Supervisors, which serves as the legislative policy-making body.

The Board appoints a County Administrator as its chief administrative officer, who oversees all general government departments and appoints all personnel, except for the County Attorney.

The County employs approximately 650 full-time staff as well as additional part-time employees. County employees pride themselves on exemplary service offering public safety, community and economic development, and administrative management. Our organization has a long history of delivering services to residents, businesses, and visitors in a conscientious and reliable manner while maintaining the fiscal balance necessary to ensure long-term viability and economic competitiveness.

The County's total annual budget is approximately \$134 million, 1/3 of which is dedicated to the public school system.





# Park Priorities

The Director provides leadership, direction and managerial oversight to the operations and activities of Parks and Recreation staff and the New London Cannery.

As a member of the senior management team, the Director of Parks and Recreation will have a significant role in furthering the strategic priorities identified by the Board of Supervisors. This includes continued facilitation of ongoing projects, which are part of our Parks Master Plan.

Bedford County currently has three large regional parks (Falling Creek, Moneta, and Montvale), two smaller parks (Bedford Ave. and Independence), and cooperative agreements with school and community-based facilities.

Bedford County is 761 square miles which includes 650 acres of park land. The parks contain more than 40 miles of multi-use trails, 128 holes of disc golf, a skatepark, 10 baseball/softball fields, 10 soccer fields (various sizes), four playgrounds, 10+ picnic shelters, three ponds and acres of greenspace.

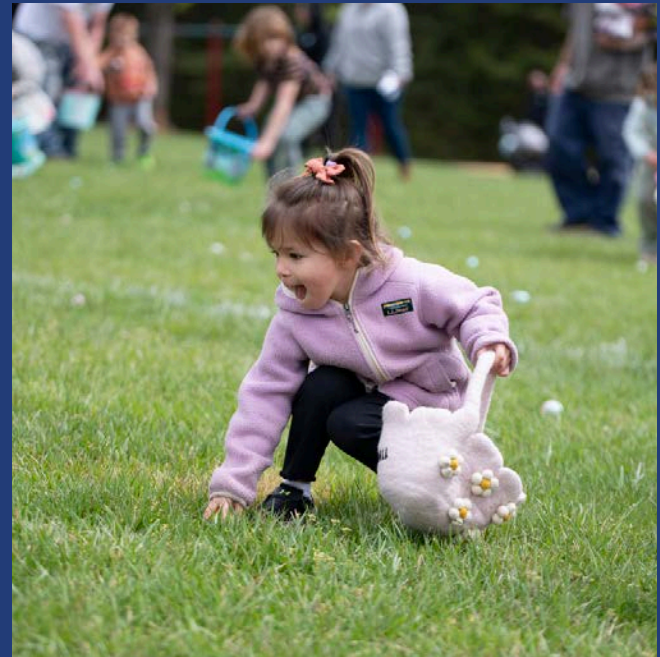
## The Ideal Candidate

Bedford County is searching for a Director with a passion for public service. Our organization exists to serve members of the community; it is important that the individual filling this position shares our enthusiasm for delivering public services in a highly effective and efficient manner.

The ideal candidate will have strong communication skills and the ability to build relationships with internal staff and external partners. The Director will be responsible for unifying staff who are spread out across several different locations in the County. Collaboration with other departments to ensure the County's mission and vision are incorporated into operational activities and services is essential.

The ideal candidate will have the ability to think outside the box and respond appropriately to rapidly changing and evolving situations. Work involves directing the development of regional parks and collaborating with county administration, elected officials, staff, public, and consultants in park and facility development.

County residency is preferred for the Director.



# Director of Parks & Recreation Job Summary



Some of the key job functions are outlined below. The full job description can be found at [www.bedfordcountyva.gov/jobs](http://www.bedfordcountyva.gov/jobs).

- Develop and implement recreational programs for youth, families, and adults.
- Monitor and evaluate programs to ensure organizational objectives are met.
- Promote collaborative efforts in the community and with other agencies; educate the public on the benefits of recreation; promote and market the department and programs.
- Train, recruit, and hire staff; delegate responsibility; provide counseling in the development of staff; approve department payroll; apply position management principles and techniques to improve organization and plan for future growth; encourage volunteerism in program operations.
- Meet with civic organizations, recreation clubs, citizen groups and individuals, county administration, department staff and others to examine existing and future programs and administrative procedures.
- Search for grant resources; writes and administers grants.
- Evaluate performance of staff; conducts performance appraisals; seek methods to improve organizational efficiency and effectiveness.
- Prepare annual and capital budgets; monitor fiscal accountability; prepare financial, administrative and management reports; approve all purchases and contracts.
- Maintain inventory of assets; maintain and develop fields, facilities, and parks.
- Responsible for evaluating and making recommendations on machinery and equipment used by Parks & Recreation.
- Assist with planning and hosting professional-level disc golf competitions at County courses.

## Bedford County Mission

Bedford County government delivers high-quality services to meet the needs of all residents while supporting and protecting their individual freedoms and liberties.



## Bedford County Vision

To be a vibrant, healthy and destination community for individuals, residents and businesses that include opportunities for economic growth, protection of natural resources and agricultural character, reliable infrastructure and fiscally responsible governance.



# Compensation & Benefits

This position is salaried with access to the full range of employment benefits currently afforded full-time employees. The salary for this position will be determined based on the candidates experience and qualifications for the position. The salary range for this position is \$88,867 - \$110,046.

**Retirement:** Full-time County employees are automatic members in the Virginia Retirement System (VRS), the state government retirement system of the Commonwealth of Virginia.

**Group Insurance Plans:** Full-time County employees are eligible to participate in Bedford County's Group Health Insurance Plans which includes medical, dental, and vision coverage. Plans offer an "in network" and "out of network" benefit allowing the participant the flexibility of going to a doctor of choice.

**Additional Benefits:** Employees have the opportunity to contribute to a 457 Deferred Compensation Plan, enjoy 14 paid holidays per year, vacation and sick time accruals and tuition assistance to further their education.

## Application Process

Qualified applicants are encouraged to submit an application, cover letter and resume with three (3) professional references and two (2) personal references to [hrinfo@bedfordcountyva.gov](mailto:hrinfo@bedfordcountyva.gov).

Applications will be accepted until the position is filled. Inquiries related to this position may be directed to:

Nicole Campbell, PSHRA - SCP  
Director of Human Resources  
Bedford County, Virginia  
540-587-0770  
[ncampbell@bedfordcountyva.gov](mailto:ncampbell@bedfordcountyva.gov)

First review of applications will occur on **May 23, 2025**, however the position will remain open until filled.

Bedford County is an equal opportunity employer and values diversity throughout its organization. Reasonable ADA accommodations will be provided upon request.

