

## **County of Warren**

### **Director of Parks and Recreation**

Warren County is seeking highly motivated and skilled candidates to fill the position of the Director of Parks and Recreation. This is a full-time position that performs difficult professional and administrative work planning, organizing and directing parks and recreation programs.

This position provides leadership, direction, and general administrative oversight to the Parks and Recreation Department and employees responsible for the development, maintenance and operation of the County park system grounds and structures, preservations of open spaces and scenic environments and the provision of leisure activities and services to citizens of all ages. Work involves significant community engagement and public involvement with elected officials, other policy makers and citizens.

Other duties include planning, organizing, promoting and directing comprehensive athletic, parks and recreation programs for all age groups, working with advisory Boards, elected officials and other agencies to develop master plans and long-range plans for the acquisition, development and maintenance of County parks and recreational facilities. This position will also develop, recommend and oversee the administration of Parks and Recreation Department policies and guidelines and oversee all Parks and Recreation programs and projects for the County. This position will also ensure the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department and supervise and direct the activities and use of public recreation facilities such as the pool, athletic fields, courts, playgrounds and parks. This position is responsible for preparing daily work assignments, staff and program reports, approves performance evaluations, interviews, and verifies time sheets. This position will plan and develop recreation programs or approve activities, plans and methods proposed by staff members. This position will also provide information and advice to the County Administrator and Board of Supervisors on strategic planning and accomplishment of County goals and objectives participates on organization – wide strategic planning, evaluate the adequacy of parks and recreation facilities and will work to secure needed alterations and additions, and meet with civic organizations and with individual citizens in order to learn the desires of the community and promote interest in recreation and park facilities. Performs related tasks as required.

A successful candidate will have comprehensive knowledge of all phases of community recreation activities and their administration, comprehensive knowledge of the principles and methods of park and recreation planning and programming, ability to develop and execute a well-rounded program of recreational activities, ability to cooperate with and interpret recreational philosophies to County authorities, private groups and agencies and the general public, ability to plan, organize, direct and evaluate the work of subordinates, ability to communicate complex ideas, both orally and in writing, ability to prepare and present detailed reports, ability to establish and maintain effective working relationships with County officials, associates, program participants and the general public.

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation and park administration or related field and extensive experience in the administration of programs and the development and planning of recreation facilities and Knowledge of emergency procedures, First Aid and CPR, and knowledge of the management and operation of recreation facilities and equipment is required.

The starting salary is \$83,033.60, depending on qualifications and experience, with an excellent benefits package.

For a full job description and to apply for this position please click [here](#).

Warren County is an Equal Opportunity Employer (EOE), and participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

A pre-employment criminal background check and pre-employment drug screening is required. For any questions, please contact Warren County Human Resources, 220 N. Commerce Avenue, Suite 100, Front Royal, Virginia 22630, 540-636-4600. [HR@warrencountyva.gov](mailto:HR@warrencountyva.gov)

This position will be open until filled.