



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant Director of Parks and Recreation
(28100)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Parks and Recreation
(22)

Revision Date: January 2008

General Description: 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 and maintenance activities.

Organization: The Assistant Director of Parks and Recreation reports to the Director of Parks and Recreation and oversees a staff of twenty-four (24) full-time and two (2) part-time employees. The incumbent directly supervises the Groundskeeper Supervisors, Maintenance Supervisor, and Maintenance Service Technicians.

Essential Functions:

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Directs and supervises all aspects of grounds maintenance to include all public schools, parks, Hanover Courthouse Complex, libraries, boat sites, satellite offices, emergency/fire administrative office, the County airport, wastewater plants, well lots and garage covering over 2,000 acres; as well as snow removal responsibilities at key governmental locations.
- Develops and oversees turf management program and assists with construction projects.
- Assists in supervising all grounds maintenance staff, including the hiring, evaluation and training of department personnel.
- Assists the director with preparation and presentation of department requests to the Hanover County Board of Supervisors.
- Serves on committees and participates in annual athletic league meetings.
- Serves as a representative on the Parks and Recreation Advisory Commission.
- Oversees procurement and preparation of requisitions and bid specifications for maintenance department needs.
- Oversees coordination of grounds maintenance responsibilities relative to all special events.
- Oversees maintenance budget requests, controls expenditures and supervises preparation of reports.
- Responsible for staff evaluations and human resource issues.
- Prepares reports and makes presentations as needed.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
 - Field - Average one night meeting/activity per week and over 20 weekend events annually
 - On call twenty-four hours a day throughout the entire year
- C. Physical Effort
 - Minimal
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Must have good professional and administrative judgment. Must have the skill and ability to work with and deal effectively with people at all levels, both within County Government and the public. Must have the ability to supervise, consult and advise on a subordinate and supervisory level. Must be able to establish and maintain successful working relationships with other County staff, government officials and the public. Must be computer literate.

Education, Experience and Training: Bachelor's degree in parks management, recreation, business management or related field required (master's degree preferred) with at least five (5) years of progressively responsible related experience, three (3) of which must have been in a supervisory position; Certified Parks and Recreation Professional Endorsement (CPRP) preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Must be a member of the Virginia Recreation and Parks Society and the National Recreation and Parks Association
- Valid Commonwealth of Virginia Driver's License/Commercial Driver's License
- Twelve-month probationary period
- Work beyond normal work schedule