



## **Town of Richlands Job Description**

**Department:** Parks and Recreation

**Job Title:** Parks and Recreation Director

**Reports to:** Town Manager

**Classification:** Salary; Overtime Exempt

### **General Purpose:**

To oversee and direct the Town of Richlands Parks and Recreation Needs.

### **Duties and Responsibilities:**

Plans, organizes, and manages the activities and staff of the Town of Richlands, Recreation Department. Recommends, develops, and implements short and long-range goals, objectives and programs for the Towns Parks and Recreation. Participates in the development, implementation, evaluation and enforcement of department policies, procedures, and standards. Administers grant applications for park development, improvement projects, facilities and new programs. Researches and develops new programs, operating procedures and revenue sources. Develops and monitors operating budget. Assists supervisors in developing on the job training and safety awareness training programs for employees. Acts as the representative (liaison) for department with town government and commissions.

### **Educational Requirements:**

Prefer a Bachelor's degree in Parks and Recreation Administration or related field with experience.

### **Experience:**

Prefer 5 years experience in Parks and Recreation Supervision or Management.

### **Knowledge, Skills, and Abilities:**

Ability to communicate verbal and written instructions to employees and the public. Work with volunteers a plus.

**Special Licenses or Certificates:**

Prefer Virginia Drivers License, Life guarding, Certified Pool and Spa Operator.

**Physical Standards:**

Must be able to work in varying climatic conditions and perform moderate lifting up to 50 pounds.

**Work Environment:**

Working in both inside and outside environments. Must work well under stressful and busy conditions.

**Background investigation and requirements:**

Applicant will be subjected to a physical examination, drug screening and background investigation.

**Salary Range:**

Based upon qualifications