



Job Announcement

The Putnam County Parks and Recreation Commission is accepting applications for a full-time Parks Director. Candidates should submit cover letter and resume via email to PutnamParksDirectorSearch@gmail.com by **4:00p.m. on September 6, 2019**. For a full job description visit putnamcountyparks.com.

Email submissions only. No phone calls or hand deliveries please.

Job Description

Title: Parks Director

Description:

Under the supervision of the Putnam County Parks and Recreation Commission (PCPRC), the full-time Parks Director will perform the managerial duties outlined below:

Duties:

- Supervises, hires, trains, directs, and evaluates PCPRC personnel, and monitors all activities and operations of the PCPRC; sets goals and objectives and establishes guidelines for performance;
- Supervises and implements acquisition, planning, design, contract agreements, construction, and maintenance for recreation facilities and grounds;
- Coordinates with and supervises Maintenance Director on routine maintenance and special repair projects;
- Plans, manages, and coordinates, and supervises all PCPRC events;
- Studies and evaluates local conditions and develops immediate and long range plans to meet recreational needs of all age groups;

- Develops the long-term strategic planning for all park grounds and park programs of the PCPRC;
- Prepares budget and directs expenditure of PCPRC funds and keeping of department records;
- Attends regular PCPRC meetings and reports updates, recommendations, and direction to the Commission;
- Establishes relationships with the community, develops community partnerships, and solicits sponsorships for PCPRC programs and projects;
- Identifies, prepares application for, and manages grants for the PCPRC programs, events, and projects;
- Oversees marketing of PCPRC programs including the website, printed materials, and social media;
- Develops and manages sponsorship programs for major PCPRC events;
- Complies with all PCPRC policies, protocols, and procedures;
- Develops and updates PCPRC policies, protocols, and procedures as needed for PCPRC board review;
- Communicates on behalf of the PCPRC with all PCPRC regulating entities, government officials, the general public, and media; and,
- Performs other duties as assigned.

Skills and Qualifications:

- Skilled in use of Microsoft Office Suite, especially Word and Excel programs;
- Ability to use and acclimate to various internet based programs such as social media sites, email hosting sites, website hosting sites, and data storage sites;
- Knowledgeable of proper formatting of general business communications;
- Capable in the use of general accounting software, including QuickBooks;
- Able to direct, coordinate, and evaluate all personnel;
- Able to supervise personnel, including interview, hire, and train employees; and plan, assign, and direct work; and appraise performance, and reward and discipline employees;
- Able to address complaints and resolve problems presented by the general public, the PCPRC, and personnel;
- Able to communicate effectively and grammatically both verbally and in writing;
- Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations;
- Able to write reports, business correspondence, and policy and procedure manuals;
- Able to effectively present and disseminate information to and respond to questions from the PCPRC, vendors, customers/residents, the general public, and the media;

- Able to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume;
- Able to work with fractions, percentages, ratios, proportions, and technically evaluate programs, projects, work product, and plans;
- Able to perform advanced problem solving, including defining problems, collecting data, establishing facts, drawing conclusions, and creating implementable plans;
- Able to apply basic concepts of algebra and geometry;
- Able to plan, coordinate, execute, budget for and seek sponsorships for a wide variety of events;
- Able to identify, apply for, and manage grants;
- Able to supervise and oversee construction projects;
- Able to create, publish, solicit RFPs and RFQs and interpret, manage, and review the resulting contracts, transmittal, and documents;
- Able to develop, implement, enforce, and adhere to all PCPRC safety policies;
- Excellent organization skills;
- A positive and professional attitude;
- [A bachelor's or master's degree from an accredited college or university with an emphasis in parks and recreation administration, public administration, business administration, marketing/public relations, or a similarly related field;](#)
- [A minimum of 2 years of relevant experience;](#)
- Extensive experience in the administration of recreational programs and in the planning, development, and maintenance of public parks, grounds, recreational programs, and recreational facilities is preferred; and,
- Knowledge of the Putnam County Parks and Recreation system and organizations is preferred.

Physical, Time, Vehicle, and Other Requirements

This position requires the following:

- Somewhat frequent work on weekends and evenings;
- Frequent work both indoors and at a desk;
- Frequent work outside in a variety of weather conditions;
- Somewhat frequent work in loud environments;
- Infrequent travel out of Putnam County;
- The ability to lift up to 50lbs;
- Use of a personal vehicle and PCPRC vehicle;
- A valid drivers' license; and,
- Commitment to maintaining a regular work schedule as set by the PCPRC not less than 40 hours per week;

Hours and Compensation and Benefits

- This position is a 40 hour/week, primarily day-shift;
- This position will require some weekend and evening hours;
- 40+ hours/week will be required in the event of certain special projects, circumstances, and events;
- Schedule of hours will be coordinated with the PCPRC;
- Vacation and sick leave;
- Paid WV State Holidays;
- WV PEIA health benefits;
- WV PERS retirement benefits; and,
- Compensation commensurate with experience.

Candidates may be required to submit to a background and criminal record check, a drug test, and/or a credit check.

Candidates selected for an interview will be required to provide references.