Prince William County

Recruiting the best & brightest to serve our community

Parks & Recreation Director

Prince William County Government is an Equal Opportunity Employer that Supports Diversity
Our Community

Prince William is the second largest county in the Commonwealth of Virginia with a population of approximately 413,500 people, which represents a 48% growth since 2000. Prince William is a young community with a median age of 33.5 years. Forty one percent of households have children, making us the second highest school student population in Virginia with 83,837 students. Although the elderly population is growing, it only accounts for 6.8% of the total population, and 32% of the County remains under the age of 21.

Prince William is a very diverse County with a majority minority population base as of the 2010 census. While non-Hispanic whites remain the largest single demographic, non-whites and Hispanics make up a combined majority within the County. Over the past ten years, the Hispanic population has seen 199% growth, Asian 189% growth, African American 54% growth and white non-Hispanic 20% growth.

Prince William County has a highly educated workforce with more than 43% having college degrees. As the center of Northern Virginia’s 1.2 million workforce, Prince William is located 20 minutes from Dulles International Airport and 18 miles from Washington National Ronald Regan Airport, and less than 30 miles from the heart of Washington, DC. The County is ranked #8 for job creation in the United States by CNN/Money Magazine, up from #13 in 2011.

Prince William is a wealthy community with a median household income of $95,146 making it the seventh wealthiest county in the United States. The unemployment rate is currently at 4.5%. The median value for a home is $274,000 with 56% of the housing stock single family, 27% townhouses and 17% multi-family. (2011 American Community Survey)

Our Government

Prince William County government is a vision and values driven organization that supports the Board of County Supervisors and the community in making the County a community of choice.

Organizational Values:
Responsibility
Integrity
Creativity
Teamwork
Excellence
Respect

Organizational Vision Statement:
Prince William County Government is an organization where elected leaders, staff and citizens work together to make Prince William a community of choice.

We, as employees, pledge to do the right thing for the customer and community every time.

We, as a learning organization, commit to provide the necessary support and opportunities for each employee to honor this pledge.

Parks & Recreation Department

In 2012, the Prince William County Park Authority Board and Prince William Board of County Supervisors (BOCS) took action to merge the Park Authority into the Prince William County Government and created the new Department of Parks and Recreation. Effective July 1, 2012, the Department of Parks and Recreation became the governmental agency responsible for the delivery of park and recreation services in Prince William County.

The Department of Parks & Recreation is the primary provider of recreation services for County residents. The department provides a wide variety of recreation activities at recreation centers, water parks, community pools and centers, skate parks, sports fields and trails.

“Prince William County will be a community of choice with a strong diverse economic base where individuals and families choose to live and businesses choose to locate.” ~Strategic Vision Statement
Marketing/Advertising/Public Relations
Marketing support services including the development and implementation of advertising and marketing campaigns to promote the parks facilities and programs.

Communications Services
“The Department of Parks and Recreation creates quality recreation and leisure opportunities consistent with the citizens’ interest while effectively managing available resources.” ~Parks & Recreation Mission Statement
**Parks & Recreation Director**

Prince William County is seeking a Parks and Recreation Director to provide leadership in enhancing the community’s quality of life. The Parks and Recreation Director is a highly visible position in the community, interacting with staff, citizens, the Parks and Recreation Commission, the Board of County Supervisors and other County Departments.

Prince William County invites qualified individuals who wish to work in a high-performance, accountable, continuous quality improvement organization to apply. We are looking for a leader with strong management skills and a proven track record of working effectively with stakeholder groups to deliver quality recreation and leisure opportunities. The successful candidate will be an effective communicator with a high energy level, and a sincere commitment to providing the best park and recreation services possible to the customer and community here in Prince William County.

**General Definition of Work**
Performs complex professional and administrative work managing and directing the administration of the Department of Parks and Recreation. Work involves managing financial resources to most effectively achieve the Department's goals, objectives and business growth; establishing and achieving revenue goals and objectives and tourism visitation goals through marketing and sales efforts targeted to specific markets and for specific products; identifying market trends in the Department of Parks and Recreation in order to be a leader in leisure service offerings; and establishing policies and procedures that meet the service needs of the community; and ensuring the long-term financial success of the organization through strategic planning and sound business practices.

The incumbent in this position will be responsible for planning, organizing and administering comprehensive parks and recreation programs; developing and implementing program objectives and ensuring effective development, use and maintenance of a variety of parks and recreation areas, facilities and equipment.

Work is performed under the general supervision of the Deputy County Executive. The incumbent will exercise independent judgment in accomplishing program goals and objectives within established policies and procedures. Supervision is exercised over professional, technical, paraprofessional and administrative support staff.

**Typical Tasks**
- Plans, organizes and directs a comprehensive community recreation and municipal parks program including responsibility for the development, maintenance and effective operation and utilization of recreation facilities and park land;
- Develops and recommends short and long-term goals and objectives by evaluating the needs of the citizens;
- Reviews recommendations for new or modified programs and evaluates effectiveness of existing programs, analyzes costs, revenues, staffing, size and characteristics of population served and the effectiveness of programs in meeting goals and objectives;
- Supervises and directs managers in the development of plans for ongoing parks and recreation programs;
- Performs administrative and managerial responsibilities in accordance with policies, procedures and practices related to hiring, training, planning, assigning and directing work to staff;
- Monitors day-to-day operations through meetings with key staff, site visits, inspections and attendance at programs and activities;
- Provides support to the Parks and Recreation Commission, and works effectively with the Commission to understand and plan for the recreational needs of citizens;
- Meets with citizens and community groups to describe parks and recreation resources, to provide a positive visitor experience through excellent customer service, and to address citizens’ concerns;
- Ensures skilled human resources are available to meet objectives and provide excellent customer service within generally accepted practices;
- Plans, acquires, designs and constructs facilities consistent with citizens’ interest and input and in accord with County policies and standards;
- Maintains visibility and public image of parks and recreation as a community resource;
- Ensures program offerings and parks and recreation operations are consistent with citizens’ interest resulting in productive utilization of facilities, a perception of high value program offerings and facilities are safe and appropriately managed and maintained;
- Attends meetings, shares goals and provides direction and input into process improvements.

**Knowledge Skills & Abilities**
- Comprehensive knowledge of the principles, practices and techniques of public parks and recreation administration;
- Comprehensive knowledge of the principles and practices of financial management, strategic and tactical planning and marketing management;
- Thorough knowledge of facilities and equipment required in recreation programs;
- Thorough knowledge of the principles and practices of the development, construction and maintenance of parks and recreation activities;
- Thorough knowledge of the principles, practices and techniques of management and supervision;
- Ability to develop and administer a recreation program suited to the needs of the community;
- Ability to plan, organize and direct parks and recreation programs;
- Ability to establish and maintain effective working relationships with employees, County officials and the general public;
- Ability to develop and administer the policies and procedures for parks and recreation;
- Ability to communicate effectively both orally and in writing to various audiences including: political boards, citizen groups and business groups;
- Ability to manage a variety of functions at decentralized sites to achieve a common goal;
- Ability to use analytical, problem solving skills and facilitation skills to build consensus among diverse groups;
- Ability to balance competing needs and interests of a diverse community and diverse employment base;
- Ability to establish long-term and short-term plans and build consensus to achieve high productivity and excellent customer service;
- Ability to compete effectively and convincingly for limited resources to support community service;
- Ability to be financially astute and prudent, accomplishing objectives within approved budget limits;
- Ability to exercise strong organizational and effective time management skills in daily performance of tasks.

**Education & Experience**
A minimum of a Bachelor’s Degree in Business or Public Administration or a related field; and 5-7 years of experience in administering parks and recreation Management activities; and 3-5 years’ experience in managing and supervising professional staff.

**Special Requirements**
National Recreation and Parks Association (NRPA) Certification preferred. Background checks may be required including, but not limited to: criminal history, credit history, education verification, license verification, and/or fingerprinting.

The most qualified individuals will be invited to participate in the next phase of the selection process. For consideration please apply online at [www.pwcgov.org/jobs](http://www.pwcgov.org/jobs) and attach a letter of interest and resume to the attention of Cheryl D. Orr, Director of Human Resources. All submissions are strictly confidential.