

Vacancy Announcement

Posting Date: May 21, 2025

First Review of Applications after June 4, 2025

Job Title: Parks and Recreation Director

Salary Grade: 73

Starting Salary: \$56,658 (Starting salary may be lower; Depending on qualifications)

General Statement of Duties

Performs administrative, managerial and supervisory duties in directing and coordinating operation of countywide parks and recreational program.

Essential Duties and Tasks

- Plans longrange for recreation programs, facilities and parks according to County growth, trends, interests and participation requests, etc; considers current trends in professions; organizes and develops master plans for parks and recreation facilities; discusses plans with Recreation Advisory Board, recommends to County Manager and Board of Commissioners.
- Determines recreational needs of the County's citizens, organizes department and bases program planning and budget development to meet the needs; continuously analyzes department services to evaluate effectiveness in meeting recreational needs and interests of the public, and determine changes and enhancements; determines recreational software to register and track participants, compile internal data and analyze data to determine participant interest and activity levels.
- Prepares budget projections for operating and capital needs; manages budget to assure within approved budget and funds cover the year; authorize large expenditures; estimates revenues for each year and recommends fee schedules based on actual costs; makes capital purchases.
- Researches, writes and manages funding for projects through grants; writes specifications for construction and renovation projects; inspects works; reviews bills submitted and codes for payment; completes reimbursement forms and submits to Raleigh for reimbursement.
- Supervises and participates in athletic and recreation activities; oversees evaluation, planning, and implementation of sports activities and events, teams and tournaments.
- Supervises wellness center, athletics and maintenance staff; may supervise aging program services through subordinate supervisor; reviews and approves program operations, long term plans and incorporates budget proposals into department budget.
- Handles long term planning for parks and budget development and management; supervises daily operations and short-range planning via the subordinate supervisor.
- Negotiates agreements with County schools for use of school gyms and ball fields; works out schedules for practices and games and rules for facility use.
- Performs personnel management functions: selects employees; ensures appropriate training of staff; supervises the work of staff in daily operations directly and through subordinate supervisors; assures implementation of safety regulations; coaches and motivates; reviews work and evaluates performance; takes disciplinary action; recommends final hiring, salary increases and dismissal to the County Manager.
- Handles difficult parent and participant problems with coaches and game officials; takes complaints and seeks resolution and enforces policies and rules of sports activities and department; may suspend participation and/or bar involvement of parents, previous coaches and officials.

- Directs department public relations and marketing programs; initiates and promotes new and continuing recreational programs through the media and varied promotional materials.
- Plans, coordinates and maintains program delivery through cooperative relationship building with the public, county management and officials, school administrators, state officials and numerous athletic/sports coaches, scorekeepers, officials, etc.
- Ensures proper records maintained; collects data and prepares varied reports.
- Maintains knowledge of current practices and services in parks and recreation field and of the rules governing varied sports, safety regulations and facilities upkeep and maintenance.
- Represents department on various community boards.
- Oversees and supervises construction of new department facilities; inspects and arranges for repairs to older facilities; assign staff to assist other County departments in repair or constructing a facility.

Desirable Education and Experience

Graduation from a four-year college or university with a bachelors degree in recreation administration, sports management, physical education or related degree and considerable experience in the management of a recreation program; or an equivalent combination of education and experience.

How to Apply

You may download the application form from the Greene County site at: <https://greenecountync.gov/departments/human-resources> and select Greene County Job Application. A resume cannot be accepted in lieu of an application. Please email applications to human.resources@greenecountync.gov.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.