

COUNTY OF NEWBERRY

COURTHOUSE ANNEX, COLLEGE STREET
POST OFFICE BOX 156
NEWBERRY, SOUTH CAROLINA 29108

VACANCY ANNOUNCEMENT

DIVISION: Parks and Recreation

JOB LOCATION: 1309 College Street, Newberry, SC

POSITION: Parks and Recreation Director

HOURS WORKED PER WEEK: Regular Full-time, 40 hours per week

SALARY RANGE: \$45,274 to \$70,529

CONTACT PERSON: Katherine Cook, Director of Human Resources (803) 321-2100

POSITION DESCRIPTION: Plans, organizes, coordinates, and directs the operations, finance and budget, and activities of the County of Newberry Parks and Recreation Department, providing the public with parks, facilities, and recreational opportunities. Ensure the promotion and growth of sports programming and recreational opportunities as well as the overall safety, community satisfaction and participant retention through parks and recreation programming excellence.

JOB DUTIES:

- Assumes overall responsibilities and administrative duties for the County of Newberry Parks and Recreation programs/facilities.
- Supervises staff including assigning and prioritizing work, coaching and assistance, preparing performance evaluations, employee development, hiring, disciplinary recommendations, etc.
- Manages and participates in the development and administration of the parks and recreation budget; manages and implements the approved budget and takes appropriate action to correct variances. Responsible for identifying necessary expenditures for the annual budget; monitors expenditures requested; recommends and implements adjustments as necessary.
- Evaluates the effectiveness of parks and recreation areas, facilities, and services; studies local conditions and develops immediate and long-range plans and goals to meet the recreational needs of all age groups.
- Responsible for development of parks and recreation department policies and procedures to minimize and manage risks, to ensure employee accountability and to establish a safe environment.
- Assists in inspecting parks and recreational areas, facilities, and equipment to determine safety, adequacy, and maintenance needs.
- Coordinate with staff/consultants to identify grant opportunities and write/submit grant applications to benefit department programs and activities; manages grants as necessary.
- Oversees the inventory and purchase of equipment and supplies, following all procurement guidelines.
- Stays abreast of new trends and innovations in sports programming and administration; making enhancements to new trends as applicable to meet county needs prior to implementation.
- Receives, investigates, and responds to problems and complaints from citizens, other department representatives, and outside agencies in a professional manner; identifies and reports findings and takes necessary corrective action for County sports programs.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures as needed; answers questions and resolves concerns pertaining to sport programs and administration as needed.
- Through collaboration with the Parks and Recreation Coordinator, the Director ensures the below job duties are carried out:
 - Coordinates the planning, marketing, development, implementation and evaluation of parks and recreation programs.

- Coordinates the development and distribution of marketing materials and avenues for advertising parks and recreation programs.
- Provides professional oversight at parks and recreation programs and schedules staff and game officials as needed.
- Coordinates the recruitment, selection, and training of coaches and part-time staff with the assistance of other parks and recreation staff as necessary.
- Maintains age-appropriate rules for parks and recreation programs as well as coaches' manuals and training materials.
- Prepares evaluation methods and tools for parks and recreation programs and presents results as requested.
- Coordinates and maintains sport programs practice and game schedules.
- Interacts with parents, program participants, coaches, community organizations, and others regarding parks and recreation programs.
- Coordinates and oversees registration for parks and recreation programs as well as player evaluations and player selection for sport programs.
- Prepares uniform orders as well as coordinates the distribution of items to coaches/participants.
- Monitors the involvement of coaches, other volunteers, and officiating personnel to ensure safety and efficiency in program delivery; screens backgrounds of coaches/volunteers, and officiating personnel as appropriate.
- Proposes and maintains budgetary and supply needs for parks and recreation programs.
- Ensures that recreational fields are always prepared for scheduled events including, but not limited to field lining, routine seeding, spraying, top dressing, or other field maintenance.
- Directly supervises the Newberry County employee responsible for the maintenance of fields; assigns maintenance-related and other duties to this employee as appropriate.
- Receives, investigates, and responds to complaints concerning Newberry County Parks and Recreation in a professional manner; identifies and reports findings and takes necessary corrective action.
- This job description is not all inclusive and job duties may be added and/or modified when deemed appropriate by the County Administrator.

MINIMUM TRAINING AND EXPERIENCE: This position requires, at a minimum, an associate's degree in a sport management-related degree or related field OR at least five years of relevant experience. While a bachelor's degree is not required, a degree in park and/or sports management, environmental horticulture or a related field is preferred. Must possess excellent customer service skills and intermediate computer skills. Must be able to supervise, train, and/or evaluate departmental staff. Must be able to work evenings and weekends as needed. Must possess a valid state driver's license.

ADDITIONAL QUALIFICATIONS: Must possess the ability to meet the physical demands of the job (moderate to heavy physical/manual labor predominately outdoors, lifting heavy loads of 50 to 75 pounds unassisted) as well as the ability to operate power tools and machinery necessary to complete parks and field maintenance (motor vehicle, sprayer, mower, edger, chain saw, hand tools, carpentry tools, mechanic tools, lawn tools, infield groomer, etc.) when/if necessary.

GENERAL INSTRUCTIONS: Applications will be accepted for this position until filled. Newberry County Employment Applications may be completed online by visiting www.newberrycounty.gov or by contacting the Human Resources Office at 1309 College Street, Newberry SC, 29108. **A resume may be included but will not be accepted in lieu of a Newberry County Employment Application. Applicants indicating college credit, degree(s) or specialized training on the application shall provide an official copy of related documents should they be selected for the position. Newberry County conducts background checks and tests for the use of illegal substances.**

THE COUNTY OF NEWBERRY IS AN EQUAL OPPORTUNITY EMPLOYER

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