



JOB OPENING

Troup County Government

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| Position: Parks & Recreation Director | Department: Parks & Recreation | Salary: Depending on Qualifications |
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Under general supervision and instruction this position is responsible for directing the county's parks and recreation operations.

Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field, current valid driver's license
- ⇒ Must have at least 3-5 years minimum experience in related field
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of the principles, practices and methods used in parks and recreation administration, the management of programs and activities and the acquisition and maintenance of facilities
- ⇒ Knowledge of budget management principles
- ⇒ Knowledge of project management principles
- ⇒ Knowledge of grant management principles
- ⇒ Knowledge of personnel management principles
- ⇒ Knowledge of modern office procedures and equipment
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in problem solving
- ⇒ Skill in prioritizing and planning
- ⇒ Skill in interpersonal relations
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Plans, organizes and directs the activities, programs, facilities and operations of the Parks and Recreation department
- ⇒ Assists and advises governing authorities on the formulation of policies and procedures
- ⇒ Directs the planning, design, financing, construction and maintenance of all Parks and Recreation facilities
- ⇒ Directs the development and implementation of short and long range plans
- ⇒ Prepares annual departmental budget and budget requests; monitors expenditures under approved budget
- ⇒ Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel
- ⇒ Provides information to the public about department programs; makes presentations to groups; participates in radio and newspaper interviews
- ⇒ Inspects and directs the management of recreation facilities and athletic fields
- ⇒ Engages in professional development activities
- ⇒ Approves purchases of equipment and materials
- ⇒ Attends Board of Commissioners meetings; makes recommendations and presents reports
- ⇒ Conducts staff meetings
- ⇒ Identifies available grant programs; oversees grant application and administration
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 11072018 Parks & Recreation Director

Grade 24

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace