

PARK AND FAIRGROUNDS DIRECTOR

NATURE OF WORK

Under general direction of the County Manager, performs responsible work in the planning, coordination, and management of Park and Fairgrounds facilities and activities. Also provides supervision over assigned staff performing custodial services and maintenance for other County facilities.

TYPICAL DUTIES

Proposes development of the County Park, writes grant applications for funding to improve facilities; oversees and manage park improvement project plans, coordinates, and manages the annual operation of the County Fair, horse races, and other special events, under advisement of the Board of Supervisors; oversees, writes and approves contracts for concession stand, event contracts, building rentals, RV, horse stables and other park amenity rentals; plans and coordinates scheduling of county wide youth and adult athletic programs; consults with and advises the Board of Supervisors on park and recreation matters; develops proposed budgets and administers appropriations; purchases materials, supplies, and equipment; oversees and manages county service contracts for elevator service, air conditioning services, pest control etc.; supervises, trains, and evaluates regular and seasonal employees engaged in the operation of the park office and county fair; oversees staff assigned to maintain park facilities; oversees and directs the operations of custodial staff assigned to maintain other County Facilities; monitors annual results of Park/Fairgrounds activities in order to plan future operations; prepares, maintains, and monitors various records and reports; addresses public groups concerning parks and recreation programs for the purpose of promoting the use of county facilities; participates in related professional associations in order to stay current with statewide parks and fairgrounds issues.

REQUIRED KNOWLEDGE AND SKILLS

Knowledge of the principles, practices, and methods used in parks and recreation administration; knowledge of facilities and equipment required for parks and recreation programs; knowledge of facilities maintenance, including routine custodial services; knowledge of the potential hazards and safety precautions necessary for managing recreational programs; ability to supervise, coordinate and obtain effective results from employees performing a variety of custodial and maintenance activities; ability to communicate effectively, orally and in writing; ability to prepare and maintain clear and detailed plans, records, and reports; ability to establish and maintain effective working relationships with public officials, employees, and the general public.

MINIMUM QUALIFICATIONS

A four year college degree in Recreation or a related field is preferred, or any combination of education, training and experience may be accepted, which demonstrates the ability to perform the duties of the position; experience involving similarly responsible skills in recreational management, including budgetary control and grant writing, may be substituted for the education requirement on a year for year basis.