DIVISION MANAGER-COMMUNITY CENTERS

Recruitment #13.4232.331

Date Opened: 1/7/2013 8:00:00 AM
Closing Date: 1/21/2013 11:59:00 PM
Hiring Range: $62,380-$89,852
Department: PARKS AND RECREATION
Job Type: Open and Competitive
Full/Part-Time: Full-Time
Eligible For: Full Benefits
Reg/Temp: Regular

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JOB DESCRIPTION
The Department of Parks, Recreation and Community Services is currently seeking qualified applicants for the Division Manager, Community Centers. As a member of the department leadership team, primary responsibilities include managing county-wide service programs for ten community centers including state licensed childcare programs, various revenue generating programs, special events, and camp programs. Establishes long and short-term goals for division and oversees implementation and attainment of goals. Develops management plan for all areas and provides oversight for large and complex departmental budgets. Provides leadership and ensures department goals are consistent with overall County priorities and objectives. Directly supervises 11 staff as well as oversight of large number of full time, part time and temporary staff. Ensures departmental performance evaluation objectives and deadlines are met. Serves as liaison to various advisory groups, committees, and organizations. Actively contributes to department strategic planning process and oversees implementation of objectives. Builds effective relationships with internal and external contacts, staff, councillors and customers.

JOB REQUIREMENTS
Requires any combination of education and experience equivalent to a Master's degree in Recreation related field, with a minimum four years' experience in administering and supervising community and group recreational programs, which includes a minimum of 2 years supervisory experience. Prefer experience with automated databases.

SPECIAL REQUIREMENTS
Valid Driver's License required. Membership in the Virginia Recreation and Park Society and the National Association for the Education of Young Children professional organizations is beneficial to the position.

POST CONDITIONAL OFFER CONTINGENCIES
Successful candidates will undergo a criminal background, child protective services and credit checks. Annual DMV record check required.

Click on a link below to apply for this position:

Apply Online

Fill out the Application
NOW using the Internet.

If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or e-mail us at HR@loudoun.gov. EO/E

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