Director of Parks and Recreation

Branch: Parks Department

Location: Spartanburg, SC 29301

Department: Spartanburg County Parks Department

Hours: 40: days and hours worked will depend on needs and may include early mornings or late nights

Days Worked: Monday-Sunday; as needed

Position Type: Full-Time, Salaried, Exempt

Salary: Range 91; Minimum Starting Salary $________ annually

About the Parks Department

The Parks Department maintains, operates and manages selected public parks and recreation facilities in Spartanburg County, including sports fields, picnic areas, playgrounds, recreation centers, trails/greenways and blueways. The department also provides a variety of recreation programs for Spartanburg citizens of all ages and abilities and promotes/supports sports tourism. The award-winning department is dedicated to public safety and quality customer service, achieved through cooperation and teamwork. Parks Department employees are expected to report to work on time, ready to work and to complete assigned duties to the satisfaction of their supervisor and in compliance with County policies and Parks Department procedures. Department employees must also be flexible; employees typically have a primary work assignment, but may also be asked to work in secondary assignments to meet customer demands and take advantage of opportunities to provide new or enhanced recreation programs.

Job Functions

As part of the job responsibilities, the director will be expected to nurture a culture of public service, innovation and continuous improvement; develop standard operating procedures and ongoing staff training/professional development; establish work teams to develop and/or implement adopted policies, plans, budgets and projects; recommend parks and recreation policies for consideration of the County Council and develop strategic plans, operating and capital budgets for parks and recreation in order to provide quality facilities and services to the public. The director will be expected to work with the Chamber of Commerce, Convention and Visitors Bureau and other organizations to help improve Spartanburg County’s quality of life and economic development potential. The director will also work with Parks Department’s partners to build cooperative working relationships; listen to and evaluate divergent ideas in order to suggest
ways to develop unified action to address community needs. (Partner groups include school
districts, towns, cities, conservation organizations, neighborhood associations, youth sports
associations and other recreation providers.) The director will work with senior department
personnel to identify opportunities for alternative funding, including the provision of cash, in-kind
services and volunteer involvement by parks partners, to reinforce the Parks Department’s image
as a trustworthy partner in community improvement. The director will assist in developing
contracts and will oversee compliance with the adopted operating and capital budgets as well as
County policies and department procedures, taking corrective action, as necessary. The director
will provide ongoing status and other reports to County Administration and County Council, as
needed or requested and will manage special projects, upon request, by the County Administrator
or Deputy County Administrator as well as performing related tasks, as required.

Minimum Requirements

The position requires general knowledge of the principles and practices of parks and recreation
management as well as advanced knowledge of parks and recreation management and/or public
administration in a local government work environment, including public project planning as
well as development of strategic plans, operating budgets, capital improvement plans, and budget
monitoring/control. The position requires a general knowledge of inter-governmental
partnerships, contracting, fund-raising and volunteer programs. The ability to effectively
communicate, both orally and in writing to County Council, County Administration, other
County departments, the news media and the general public is essential. The director must have
the ability to establish and maintain effective working relationships with fellow employees in
small work teams. The director must be customer-friendly, demonstrating good judgment, tact
and courtesy within a high-pressure environment. The director must be a highly flexible and
capable of handling multiple tasks simultaneously, in order to perform duties, as needed or
assigned.

The position requires a bachelor’s degree in parks and recreation management, sports
management, physical education, or exercise science (Master’s degree preferred) as well as at
least ten years of progressively responsible experience within a local government work
environment, including experience as a department director, assistant director or division
manager, or any equivalent combination of education and experience. The position also requires
possession of or ability to obtain within six months, a Certified Parks and Recreation
Professional certificate. Proficiency with Microsoft Office software applications is required.

The position requires possession of a valid driver’s license and an excellent driving record. The
successful applicant must be able to successfully complete pre-employment screening processes,
including passage of a drug screen and criminal background check.