

CLASS SPECIFICATION FOR  
**Assistant Director of Recreation**

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**GENERAL STATEMENT OF DUTIES:** Assists the Director by assuming responsibility for administrative work and by coordinating the County recreation program; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** The employee in this class assists in the general administration, development and direction of a recreation program for all groups and age-and interest-levels within the County. The employee functions with some latitude under the direction of the Director of Recreation and Parks within the framework of broad policies established by the Board of Supervisors.

**EXAMPLES OF WORK** (illustrative only):

- Assists the Director by assuming responsibility for important detailed administrative work;
- Conducts special studies and investigations into the County's recreation needs and the development of new programs;
- Plans and supervises an expanding and flexible program of recreational activities for all segments, groups, ages, and interest levels of the community;
- Prepares administrative reports;
- Assists staff members with administrative and technical problems and procedures;
- Evaluates recreation programs;
- Prepares procedure manuals;
- Assists the Director in budget analysis and supervises the development of the budget in the recreation section;
- Analyzes the duties and responsibilities of the staff;
- Confers with the Director and program supervisors on personnel and other management practices and problems;
- Assists the Director in reviewing job applicants' training and experience, and interviews candidates;
- Makes recommendations on work-flow procedures and the purchasing, storage, and utilization of park and recreation equipment;
- Tabulates statistical data;
- Summarizes and circulates professional literature;
- Conducts staff meetings;
- Coordinates with School Board the usage of schools for recreation programs;
- Attends public meetings as authorized by the Director;
- Acts for the Director in Director's absence;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of facilities and equipment needed for an effective recreation program; good knowledge of all phases of community recreational activities and their administration; ability to develop and execute a well-rounded program of recreational activities; ability to interpret recreation philosophies and to cooperate with County authorities, public and private groups and agencies and the general public; ability to develop and maintain effective relationships with subordinates and to promote and maintain high morale and enthusiasm; ability to collect data, analyze data objectively, present it clearly and prepare sound recommendations and reports; good judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in recreation administration supplemented by graduate work in recreation and five (5) years of professional recreation experience, including two (2) years in a responsible supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. May require possession of a valid Commercial driver's license, with endorsements and without restrictions.

**ADDITIONAL REQUIREMENT:** May require possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions.