



HENDERSON COUNTY HUMAN RESOURCES DEPARTMENT

112 FIRST AVENUE WEST
HENDERSONVILLE, NC 28792

Memo

To: All Interested Persons
From: Jan Prichard, Human Resources Director
Date: 08/10/17
RE: One (1) Full-time Parks and Recreation Director
— **Parks and Recreation Department**

Under general supervision, performs complex administrative and supervisory work in planning, directing, and coordinating the operation of a County-wide program for the Parks and Recreation Department; directs the recruitment, selection, and employment of personnel; exercises full supervision over Parks and Recreation staff; oversees the use of County parks and facilities; prepares, administers, and monitors departmental budget. Performs related work as required.

Requires thorough knowledge of the concepts, objectives, and requirements of parks and recreation programs; thorough knowledge of principles and procedures used in developing and administering community recreation programs; thorough knowledge of park planning, development, and maintenance; ability to advise on the acquisition, design, construction, and maintenance of recreation buildings, parks, fields, equipment, and furniture; ability to plan, coordinate, and supervise the work of others; ability to safely and efficiently operate a motor vehicle; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills. Position requires any combination of education and experience equivalent to graduation from a four year college or university with a degree in parks and recreation or related field and considerable management experience in professional parks and recreation work, preferably in the capacity of a director.

Applications must be obtained from and submitted to Henderson County HRD, 112 First Avenue West, Hendersonville, NC 28792, www.hendersoncountync.org/hrd. Applications may also be obtained at the Henderson County NCWorks Career Center located at Blue Ridge Community College, 180 West Campus Drive, Flat Rock, NC 28731.

Open until filled. Pre-employment drug screen and background checks required of all finalist applicants. EOE M/F/D/V

Start salary: Depending upon qualifications

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www.hendersoncountync.org/hrd
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