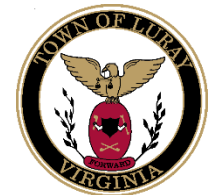




TOWN OF LURAY
CAREER OPPORTUNITY



ASSISTANT SUPERINTENDENT
PARKS & RECREATION

The Town of Luray is seeking an outstanding individual to serve as our next Assistant Superintendent of the Parks & Recreation Department. You will supervise full-time and part-time staff to construct, maintain, and enhance the Town park facilities. You will also coordinate various park services and programs, plan Town events, and improve the lives of our citizens and visitors. This is a full-time position that needs flexibility in work schedule to accommodate weekend and evening events. Prior experience in Parks & Recreation, grant writing, and event coordination is desired. Possession of a Commercial Drivers License is also desired. Certification as a Sports Field Manager or as an Arborist, or certified Environmental Facility accreditation is required within twelve (12) months of hiring.

If you are an outdoors, hands-on, people person, we might be looking to work with you!

Applications available:
www.townofluray.com

or

Town Hall
45 East Main Street
Luray VA 22835



TOWN OF LURAY JOB DESCRIPTION

POSITION: Assistant Superintendent of Parks & Recreation
SALARY RANGE: \$37,500 to \$75,000 **FSLA:** Non-Exempt

JOB SUMMARY

This supervisory position assists the Superintendent with managing, directing, and coordinating the development, construction of improvements to and maintenance of parks, trails, and public areas within the Parks & Recreation Department. Work is performed under the general guidance of the Superintendent of Parks & Recreation.

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the position if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Assists with assessing and prioritizing necessary work for Department.
- Supervises, directs, and evaluates assigned staff to complete necessary work.
- Assists with developing and overseeing staff work schedules to ensure adequate coverage and control of work completion.
- Assist with coordinating training and staff development to ensure efficient and safe completion of work.
- Assists with addressing staff concerns and problems through counseling or recommended disciplinary action.
- Interviews potential candidates for employment and makes hiring recommendations.
- Plans, directs, and participates in parks and trail maintenance, as well as snow removal.
- Assists with establishing operating policies, procedures, goals, and objectives.
- Assists with reviews of capital project design plans.
- Inspects in-house and contractor work for progress and conformity to standards.
- Assists with the preparation of Department operating budget.
- Assists with management of weekly timesheet and activity reporting
- Assists with oversight of purchasing for Department operations.
- Responds to public inquiries related to Parks & Recreation operations.
- Assists with preparation of project activity reports and grant applications.
- Coordinates with outside agency inspections of Town projects.
- Serves as Department's primary administrator in the temporary absence of the Superintendent
- Subject to after-hours response to emergency situations

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of current construction practices and equipment used in park development, construction, and maintenance activities.
- Thorough knowledge of current regulations for forestry, landscaping, horticulture, and safety (VOSH, OSHA, etc.) regulations.
- Ability to develop and communicate work plans and schedules to staff (verbal and written).
- Ability to operate hand tools and heavy equipment.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited college with major course work in horticulture or park planning, supplemented by seven (7) years progressively responsible experience in parks and recreation operations and administration.

WORKING CONDITIONS

Tasks require the regular and at times sustained performance of physically demanding work typically including walking, climbing, kneeling, and carrying heavy objects in excess of 50 pounds. Tasks routinely require the ability to communicate verbally. Some tasks require the ability to perceive and discriminate colors, sounds, odor depth, texture, and visual cues or signals. Task routinely occur outdoors with exposure to adverse environmental conditions including dirt, dust, pollen,



TOWN OF LURAY

JOB DESCRIPTION

humidity, rain, temperature extremes, noise extremes, machinery, confined spaces, traffic hazards, bright/dim lights, insects and animals, water hazard, and rude/irate citizens.

SPECIAL REQUIREMENTS

Possession and maintenance of a valid driver's license issued by the Commonwealth of Virginia is required. A Virginia CDL Class A or B is preferred. Certified Sports Field Manager or Environmental Facility Certification accreditation or certification as an Arborist within twelve (12) months assuming the position is required.