

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1144

TITLE: DEPUTY DIRECTOR PARK AUTHORITY

GRADE: S-35

DEFINITION:

Under the broad guidance of the Park Authority Board and administrative direction of the Park Authority Director serves as one of two deputy directors which assist in developing management policy, plans, goals and strategies for the department. Either serves as the Deputy Director Chief Operations Officer administering and analyzing county-wide park and recreation services and operations, and providing general direction to agency functional groups; OR as Deputy Director Chief Financial Officer overseeing all financial and budgetary operations for the department as well as other administrative functions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Develops and implements agency policy;

Analyzes county-wide Park and recreation needs;

Develops management plans and strategies for long and short range agency objectives;

Meets with the Park Authority Board and its committees to analyze park and recreation management trends;

Informs the Board on issues and recommends plans and priorities for agency operations;

Provides general direction to the work efforts of the agency's functional groups to coordinate work supporting goals and strategies of the Board of Directors;

Participates in the development of annual plans for each functional group;

Recommends management priorities to the Director and establishes schedules and work plans;

Serves as alter ego to the Director in providing leadership and direction for the agency on County planning issues, resources to meet objectives, and as spokesperson on land acquisition, proffers, easements and other land issues;

Plans, develops and implements the five year capital improvement plan (CIP) for the agency in coordination with the Park Division Director over Planning and Development;

Represents the Director and the agency at meetings with County staff, various boards, commissions and citizen groups.

Ensures the sustainability, viability, and relevance of the Park Authority as a component unit of Fairfax County Government;

Oversees the development, advocacy, implementation and execution of annual operating and capital budgets;

Provides input and guidance on decisions relating to major alternative funding and revenue sources.

CLASS CODE: 1144

TITLE: DEPUTY DIRECTOR PARK AUTHORITY

GRADE: S-35

Page 2

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of principles, procedures and practices of park administration;
Extensive knowledge of public administrative principles, management methods and practices;

Demonstrated skill in strategic planning;

Ability to establish and maintain good working relationships with County officials, associates and diverse employee/public groups;

Ability to present ideas effectively, both orally and in writing;

Ability to work with members of Boards and Commissions;

Ability to discuss complex technical and administrative issues, develop feasible alternatives and explain options to the Board, associates and the general public.

For Deputy Director/COO

Knowledge of the development, construction and maintenance activities related to parks;

Skill in managing, supervising and guiding agency's fiscal and human resources;

Ability to direct and coordinate the activities of a large organization with many diverse functions and programs;

For Deputy Director/CFO

Extensive knowledge of the principals, methods, and practices of governmental budgeting and financial management;

Extensive knowledge of intergovernmental financial management, grant management and contract management;

Knowledge of audit requirements and practices;

Knowledge of major alternative funding and revenue sources;

Ability of oversee or conduct financial studies and prepare complex financial reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

For Deputy Director/COO

Graduation from a four-year college or university with a Bachelor's degree in recreation, park management, tourism, sport management, event management, , and leisure studies, or other closely related field; PLUS Six years of experience in the administration and management of park development, planning, operations and maintenance.

For Deputy Director/CFO

Graduation from a four-year college or university with a Bachelor's degree in recreation, park management finance, accounting, public administration, business administration or other closely related field, with major coursework in accounting; PLUS Six years of professional financial/accounting work including financial analysis, coordination of financial reporting and auditing, and oversight for financial and accounting policies governing municipal finance.

CLASS CODE: 1144

TITLE: DEPUTY DIRECTOR PARK AUTHORITY

GRADE: S-35

Page 2

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

REVISED:	February 13, 2013
REVISED:	July 8, 2006
RETITLED/REVISED:	February 13, 1995