

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1198

**TITLE:** EXECUTIVE DIRECTOR, McLEAN COMMUNITY CENTER

**GRADE:** E-08

**DEFINITION:**

Under the administrative direction of the policies established by the Governing Board of the McLean Community Center and the Fairfax County Executive, plans, organizes, and administers the facilities, programs and services of the McLean Community Center; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Serves as the chief administrative officer of a Fairfax County special tax district agency established by a Memorandum of Understanding between the Fairfax County Board of Supervisors and the Governing Board of the McLean Community Center;

Directs long-range planning;

Selects, trains, and directs the work of professional and volunteer staff carrying out all phases of the Center's cultural, educational, social, and recreational programs and services, and operating and maintaining its facilities;

Develops and maintains working relationships with local public and private agencies;

Coordinates activities with the Friends of the McLean Community Center;

Serves as the liaison to County, State, and Federal officials;

Develops and maintains funding resources consistent with Governing Board and County policy;

Reviews the Center budget for approval by the Governing Board;

Directs the preparation of reports to the Governing Board, County, and other entities as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and practices of public recreation;

Ability to plan and administer cultural, recreational, and educational programs;

Ability to balance the demands and constraints of both local and County governing boards;

Ability to work effectively with citizen groups and other County agencies;

Ability to plan and implement a long-range financial resource system;

Ability to communicate effectively, both orally and in writing.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a Bachelor's degree in arts administration, recreation administration, or a closely related field; plus five years of progressively responsible supervisory experience administering diversified recreational or cultural programs, preferably in a large recreational or cultural facility. A Master's degree may be substituted for one year of the required experience.

REGRADED:	April 2, 2013
REFORMATTED/REVISED:	December 3, 2007
REGRADED:	May 9, 2001
ESTABLISHED:	May 14, 1990