

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3314

TITLE: DEPUTY COMMUNITY CENTER DIRECTOR

GRADE: S-27

DEFINITION:

Under direction, assists in the planning and administration of a large community center, within a special tax district; assumes full responsibility for the operation of the Center in the absence of the Executive Director; and to do related work as required.

ILLUSTRATIVE DUTIES:

Assists the Executive Director with the daily administration of the Center's programming; Establishes and oversees implementation of policies and procedures for program operations;

Provides supervision of, and technical assistance to program directors;

Acts as program liaison with the Center's governing board, citizens groups, other County agencies, local businesses, and private non-profit organizations;

Assists with long-range planning, preparation of operating objectives, and program evaluation;

Participates in employee selection and training plan development;

Oversees the development and monitoring of program/department budgets.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of public recreation;

Ability to plan and administer seasonal and ongoing cultural, recreational, and social programs;

Knowledge of the budgetary process;

Ability to work effectively with employees, citizens groups, and other County agencies;

Ability to effectively train and supervise a professional level staff;

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 recreation, or a closely related field; plus four years of progressively responsible programming experience in diversified recreational or cultural programs, including two years in a supervisory capacity, preferably in a large recreational or cultural facility. A Master's degree may be substituted for one year of the required experience.

REFORMATTED/REVISED: December 3, 2007
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