

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

**CLASS CODE:** 3702    **TITLE:** PARK DIVISION DIRECTOR    **GRADE:** S-33

**DEFINITION:**

Under administrative direction, serves on the management team that plans, directs and supervises all agency programs; directs the long-range planning, operation and management of one or more broad and diversified programs; and serves as the Director of a large division within the agency (i.e., Administration, Resources Management, Planning and Development, Services, or Operations); and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions allocated to this managerial class, oversee the activities of a large division within the Park Authority and participate in the planning, direction and implementation of the agency's programs and services.

**ILLUSTRATIVE DUTIES:**

Supervises a staff of professionals and has overall responsibility for all programs within their assigned functional area;  
Supervises preparation of the division's budget, participates in presentation of the budget to the Park Authority Board, and monitors program expenditures;  
Evaluates and reports on the effectiveness of division programs;  
Conducts service needs assessments;  
Prepares, presents, and is held accountable for implementation of the Park Authority's annual plan as it relates to the assigned functional area(s);  
Ensures that division plans and programs complement agency goals and objectives;  
Provides an independent liaison with, and support to the Park Advisory Board and other boards and commissions for issues within the assigned functional area(s);  
Provides staff support to the Park Authority Board;  
Oversees special project work directed by the Board of Supervisors, Park Authority Board and/or agency director;  
Represents the agency in meetings with public and private-sector officials and citizen groups;

**As Director of the Administration Division**

Manages the Administration Division, overseeing the agency's centralized information technology, budget and finance, contract administration, grant coordination, procurement, personnel, training, safety and risk management functions; and  
Acts for the Director on administrative, fiscal, budget, personnel, risk management, information technology and purchasing matters;

As Director of the Resources Management Division

Manages the Resources Management Division, overseeing the functions of environmental services, historic collections, museum sales, educational programs, restorative maintenance to Park Authority properties, cultural resources management, operation of historic and conservation sites and parks, and special events;  
Ensures effective delivery of services to the public through the operation of parks, sites and visitor centers; and Acts for the Director on matters relating to natural, cultural, and historical matters.

As Director of the Planning and Development Division

Manages the Planning and Development Division, overseeing the functions of project/park design, project engineering, construction inspection and project management, land acquisition, long-range planning, and new ventures development;  
Directs and coordinates the development of the Park Authority's long range plans, and strategies for implementation of these plans;  
Guides and directs division staff in plan review, capital improvement programs, development and periodic update of the agency's Capital Improvement Plan;  
Ensures Park Authority Board participation in, and approval of the Capital Improvement Plan;  
Conducts land acquisition planning and implementation; and  
Acts as senior staff representative on land trust matters.

As the Director of the Services Division

Manages the Services Division, overseeing the management of the Park Authority's recreation centers, golf courses and lake parks;  
Guides and directs the work of the recreation centers, golf courses, lake parks, and market research functions;  
Ensures effective delivery of services to the public through the operation of its facilities;  
Oversees all planning, scheduling, operations and recommended program changes and coordinates activities with the marketing research and analysis function;  
Directs the development, evaluation, and enhancement of integrated operating procedures; and  
Reviews new program and facility requirements, and in conjunction with other division directors, prepares recommendations for budget requests and priorities for the Park Authority Board.

As Director of the Operations Division

Manages the Operations Division, overseeing the operation and maintenance of all non-staffed park sites, and facilities and equipment maintenance;  
Provides overall guidance and direction to the work of the area management group;  
Ensures the effective deliver of services to the public through the operation of parks, area crews and specialized maintenance groups composed of landscape and forestry crews and a heavy equipment crew;  
Provides overall guidance and direction to the work of the facilities and equipment group, ensuring, through the functional managers, a comprehensive preventative and corrective

maintenance program for all Park Authority facilities, vehicles and specialized equipment.

Provides a focal point for coordination of maintenance operations with other County agencies.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the principles, methods and challenges of organization and management;

Thorough knowledge of the principles and practices of public administration;

Knowledge of the principles and practices of the assigned functional area;

Oral and written communication skills;

Demonstrated skills in needs assessment and strategic planning;

Ability to plan and direct the activities of a large staff;

Ability to plan and conduct staff development programs.

Ability to evaluate programs against pertinent standards;

Ability to prepare and present clear, concise financial and administrative reports;

Ability to develop and evaluate budget requests and project future expenditures;

Ability to work independently and as part of a team;

Ability to keep abreast of developments in the field;

Ability to establish and maintain effective working relationships peers, other County employees, Board members, public and private sector officials and citizen groups;

**EMPLOYMENT STANDARDS:**

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

Graduation from an accredited college or university with a Bachelor's degree appropriate to the functional area (recreation, park management, business administration, etc.); PLUS

Five years of administrative experience in the appropriate functional area.

**CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

REGRADED:            July 8, 2006  
REVISED:             August 17, 2000  
ESTABLISHED:        February 13, 1995