

**BOARD OF COMMISSIONERS**  
Larry Chapman, Chair  
Page Lemel, Vice-Chair 828-884-3100  
Jason Chappell  
Mike Hawkins  
Kelvin Phillips



**COUNTY MANAGER**  
Jaime Laughter  
Fax 828-884-3119  
828-884-3107  
**101 South Broad Street**  
**Brevard, NC 28712**

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May 1, 2018

Position Vacancy Announcement

CLASSIFICATION: PARKS AND RECREATION DIRECTOR

SALARY GRADE: 22

SALARY RANGE: (55,582.80 – 69,478.50 – 83,374.20)

DEPARTMENT: PARKS AND RECREATION

**QUALIFICATIONS AND DUTIES:** Performs complex administrative and supervisory work in planning, directing, and coordinating the operation of a County-wide program for the Parks and Recreation Department; directs the recruitment, selection, and employment of personnel; exercises full supervision over Parks and Recreation staff; oversees the use of County parks and facilities; prepares, administers, and monitors departmental budget. Requires thorough knowledge of the concepts, objectives, and requirements of park and recreation programs; thorough knowledge of principles and procedures used in developing and administering a community recreation program; thorough knowledge of park planning and development; ability to advise on the acquisition, design, construction, and maintenance of recreation buildings, parks, fields, equipment, and furniture; ability to plan, coordinate, and supervise the work of others; ability to safely and efficiently operate a motor vehicle; ability to communicate effectively orally and in writing; ability to attend work regularly; excellent interpersonal skills. Performs related work as required. Reports to the County Manager.

**EDUCATION AND EXPERIENCE:** Position requires any combination of education and experience equivalent to graduation from a four year college or university with a degree in parks and recreation or related field and considerable management experience in professional parks and recreation work, preferably in the capacity of a director.

**DEADLINE:** May 31<sup>st</sup>, 2018

**APPLICATION PROCESS:** Submit a State Application (PD107) and resume to Sheila Cozart, Director of Human Resources at 101 South Broad Street, Brevard, NC 28712 or [Sheila.cozart@transylvaniacounty.org](mailto:Sheila.cozart@transylvaniacounty.org).