Parks & Recreation Director

The Bulloch County Board of Commissioners in Statesboro, Georgia invites your interest in this position.
The Bulloch County Board of Commissioners in Statesboro, Georgia is actively recruiting a Parks and Recreation Director. The previous incumbent held the position for 32 years. This recruitment profile describes the community, the organization, the position with its challenges and opportunities, and a profile of the ideal candidate.

THE COMMUNITY

Bulloch County (with the county seat of Statesboro) has positioned itself to provide an exceptional quality of life that includes abundant cultural amenities and ample economic and educational opportunities to its citizenry, a southern charm to its visitors, and a progressive, yet, conservative county government. It is also one of the largest counties geographically in the state having 682 square miles, supporting, still yet, a rich legacy of agriculture, forestry and precious natural resources. The county is located on the fringe of the expanding Savannah metro area, and is now home to approximately 77,296 residents, thereby doubling its population since 1980. Bulloch County is Coastal Georgia's third most populous behind Chatham and Glynn. It is estimated that 47,000 persons reside within three miles of the very center of the City of Statesboro, while Statesboro's population is now estimated to be over 30,000.

Statesboro is a small town, and feels like it, but presents opportunities for culture and recreation that you would expect in a much larger community. Georgia Southern University is a major economic engine and contributes to these opportunities. So far as culture is concerned, first-rate arts and entertainment events are quite frequent on and off campus. GSU faculty and staff, as well as family members are often involved in music and theater productions. The Emma Kelly Theater in the Averitt Center for the Arts, GSU Performing Arts Center and Foy Concert Hall are centers of activity. Visual arts are very well represented on campus and at The Averitt Center. There are a few studios and galleries in the area. GSU has its own excellent sports facilities for faculty, staff and students. The GSU Botanical Garden is a small, but well-developed facility for gardening and plant enthusiasts. Landscaping is punctuated with sculptures. The garden walk and sites are well marked with informative plaques. Lectures, workshops, weddings, receptions and concerts are often hosted. Local music legends Emma Kelly (dubbed by Johnny Mercer as the Lady of 6,000 Songs) and Blind Willie McTell (blues artist, master of the 12-string guitar, and writer of “Statesboro Blues” later made famous by the Allman Brothers) were native to Statesboro. Restaurants and entertainment venues are emerging in Downtown Statesboro, and elsewhere on and off campus. There is an active Farmer’s Market that is open for most of the year. Savannah, Georgia and the beaches are an hour away.
Bulloch County Board of Commissioners: Parks & Recreation Director Recruitment

Bulloch County has made major investments in parks and recreation. The primary facility is Mill Creek Park where there are a number of ball fields, exercise facilities, tennis courts, a walking trail, large swimming pool and Splash in The Boro, an excellent water park that attracts visitors from around the region. Sports tournaments and festivals are frequently hosted at Mill Creek. Bulloch County has a master plan for several greenways around the city and county. One convenient stretch goes from Fair Road Park to East Main Street. A longer greenway, built following an old railroad route, is useable from Gentilly Road to Pretoria-Rushing/Burkhalter Junction, a distance of almost three miles. It is quickly becoming a favorite of walkers, runners and bicyclists. An five-mile extension has already begun. The award-winning Parks and Recreation Department offers a variety of programs for both youth and adults.

Tax rates and the cost of living are comparatively low. Sperling’s cost of living index is 88.3% of the nationwide average cost. Residential housing choices and commercial shopping opportunities are ample.

THE ORGANIZATION

The Board of Commissioners, as the policy-making governing body of the county, consists of a part-time Chairperson (elected at large) and six part-time district commissioners elected from two districts for four-year, staggered terms. A peer selected Vice-Chairman position is rotated each year for a one-year term in succession. They hold regular meetings on the first and third Tuesday of each month, holding special called meetings as required. They are responsible for both executive and legislative functions including establishing ordinances, passing resolutions, setting the annual budget and tax rates, property control and other internal and external policy.

In addition to the Board of Commissioners, The Georgia Constitution provides for each county to have four elected officers with certain special powers: Sheriff, Tax Commissioner, Clerk of the Superior Court and Judge of the Probate Court. The Board of Commissioners may set annual appropriations for each official, but does not have operating authority over their affairs, except for those offices where employees are governed under county personnel rules and to provide annual appropriations. There are also various other elected or appointed officials in the judiciary treated similarly by the Board.

The form of government is a Commission-Manager model (which corresponds to a municipal council-manager form), and Bulloch County citizens can boast of their professionally run county government. This allows the Commission to transfer the day-to-day executive functions and implementation of Board policies to trained and qualified experts, led by the County Manager who is the chief administrative officer. The county has enhanced its administrative capacity and workforce consistent with the growth of the community by hiring highly educated and experienced professionals to fill key positions. The county executive staff has no less than six people with advanced degrees in public or business administration and law, and virtually all department heads have bachelor’s degrees that include disciplines such as accounting, civil engineering, urban planning, building construction, recreation and criminal justice. Many are professionally certified, licensed or credentialed. The average tenure of mid-to-high level management is fourteen-years with the county. Within the last ten years, the
Bulloch County Board of Commissioners: Parks & Recreation Director Recruitment

county established its first positions for Human Resources Director, Special Projects Manager and Chief Financial Officer.

Financially, Bulloch County’s annual general appropriations budget is now over $68.5 million, and the county manages assets of over $85 million. The county has among the lowest base ad valorem tax rates for county services in Georgia at 12.34 mills. Including constitutional and statutory officers, there are 400 full time-employees budgeted. However, the reliance on part-time employees in recreation and solid waste increases the full-time equivalent to 600. Add the unpaid labor factor of inmates from the County Correctional Institute, and the number goes to over 750. Like with most local governments, financial challenges exist, but the Board of Commissioners is committed to providing excellence in service delivery.

Structurally, the Board of Commissioners and the County Manager directly oversee five operational divisions that include administration, public safety, public works, community services, and corrections. There are also traditional state based services delivered at the county level including elections, tax assessment and collections, the Sheriff and Jail, the circuit-wide criminal justice system including, Effingham, Jenkins and Screven Counties, cooperative extension services, and other health and human services. The County also funds services at the regional level including a library, dial-a-ride transit services, aging services and more.

THE POSITION

The selected candidate will have the following essential duties and responsibilities:

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work activities for parks and recreation programming and facilities: prioritizes work activities to meet objectives; ensures subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex and problem situations and provide technical expertise; and provides progress and activity reports to County administrators and elected officials.

Develops and implements long- and short-term plans, goals, and objectives for department: researches, assesses and develops strategies to meet current and future issues and concerns regarding County parks and recreation needs; and implements needed changes, modifications and/or enhancements.

Develops, implements, and updates policies and procedures for department: formulates and develops work methods and practices, policies, standard operating procedures, and training programs; monitors implementation of rules and regulations; and updates policies and procedures as required. Develops, defends, and implements department budget: determines budget allocations for staffing, equipment and capital improvement needs; monitors expenditures and revenues to ensure compliance with approved budget; coordinates with division staff members regarding department budgets; and maintains related documentation.

Develops standards for parks, sports fields, and playground equipment maintenance: ensures parks are properly maintained; conducts inspections of parks,
sports fields, and playgrounds; ensures safety and maintenance of all areas; and determines needed repairs and/or upgrades.

Develops and oversees recreation programming for the County: directs and oversees youth and adult programs; oversees development, publication, and distribution of marketing materials; and administers contracts with and monitors outside vendors running programs.

Plans, manages and oversees capital development projects: develops bid packages; procures professional planners, designers, architects, engineers and consultants for specialized development issues and projects; works with contractors to manage projects; approves pay requests; and maintains scheduled progress on projects.

 Receives and responds to inquiries from County management, elected officials, and the general public regarding department services and activities: provides information and answers questions; attends meetings and makes presentations; and prepares and presents information regarding department services, activities, and programs.

 Performs other related duties as required.

QUALIFICATIONS

The candidate should have the following minimum qualifications:

Bachelor Degree in Public Administration, Recreation Management, or a related field required.

Seven years of progressively responsible experience in parks and recreation management, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess and maintain a valid driver’s license and will make immediate application for a Georgia license, if selected.

Must possess and maintain Certified Park and Recreation Professional certification; must possess and maintain a Certified Park and Recreation Executive certification, or be willing to obtain this certification within one year of selection.

OPPORTUNITIES, CHALLENGES, & ISSUES FOR THE POSITION

Legacy:

The Department was established by the City of Statesboro in 1948 and was the first public recreation department in Georgia. In 1999, the Service Delivery Strategy between the county and municipalities shifted the responsibility for public recreation to Bulloch County. However, the joint name for the Statesboro-Bulloch County Parks and Recreation Department remains as it has for a generation when previously co-funded.

Is it time to re-brand?

Scope of Services:

The scope of the department in terms of human and capital resources is significant.

- $8,000,000 annual operating budget
- $1,000,000 annual capital budget
- 40 full-time and 500 seasonal employees
- 300 acres of parkland
- 3.1 mile greenway with planned expansion of 5 miles
- Two retail facilities (waterpark & multipurpose arena)
- Athletic programs
- Community recreation programs
- Concessions
• Facility operations
• Parks and grounds maintenance

New Development:

Prior to the 2009 recession Bulloch County was on an accelerated growth trajectory that began to slow by 2011, but now seems to be re-emerging. Residential population growth is steady at about 2-3% annually. Commercial growth is primarily in Statesboro, while residential growth is concentrated within a five mile radius. The primary economic engine is Georgia Southern University, although industrial growth has expanded over the last 25 years. Bulloch County is aggressively seeking new tenants to fill two major planned industrial parks on the U.S. 301 South corridor. By the year 2030, the resident population is expected to be at 90,000 with the possibility of Statesboro becoming a small metropolitan statistical area. The pace and type of development creates a need for re-evaluating core services and establishing partnerships with existing businesses, K-12 public education and non-profit agencies such as the YMCA and the Boys and Girls Club.

Succession:

It is anticipated that some of the department’s management staff will be retiring within the next 5-10 years. It will be important for the next Parks and Recreation Director to consider succession planning and either develop existing internal management talent, or to make plans for external recruitment.

Capital Facilities:

While the department has abundant capital facilities, some are beginning to age. Facility expansion will be limited in the near future, and much of capital funding available has been directed toward capital maintenance.

OPPORTUNITIES FOR JOB GROWTH AND ENRICHMENT

The visibility of the position allows the opportunity for the new Parks and Recreation Director to be a change agent for the public recreation function. Management and elected officials are supportive of providing the resources necessary for success. Employee training and professional development resources are committed. Effective management and legal support is available at the staff level. There is no micro-management atmosphere, but accountability and transparency is valued in the organization. The new Parks and Recreation Director will have the opportunity to define, or re-define, the job.

THE IDEAL CANDIDATE

The primary responsibility for all county employees is to provide excellent service, pursue continuous improvement and exceed expectations.

While the position encompasses routine parks and recreation management, the selected candidate will be a key part of the Board of Commissioners executive staff at the division director level. The selected candidate must be a persuasive influencer to many internal and external constituencies. Management and elected officials also wish the new Parks and Recreation Director to take a lead role in policy development, and to be technologically and politically savvy. The ideal candidate will have a strong parks and recreation background and preferably extensive knowledge and experience in municipal or county government, in addition to traits and characteristics below.
**Professional Skills and Management Style:**
- Strategic and analytical, yet creative - an idea person.
- Self-starter, hard working, and a producer.
- Fair in approach to decision making yet firm in application of policies, rules and laws.
- Strong customer service focus.
- Able to develop and maintain good public relations internally and externally.
- Willing to be a visible leader and a team player.
- Open to staff professional input

**Personal Traits:**
- Enthusiastic in presenting ideas, while being respectful of others.
- Ethical with high moral standards.
- Honest, trustworthy, open and candid.
- Loyal.
- Accessible and approachable, listens well.
- Proactive in responding to issues.
- Visionary, global thinker, willing to think outside the box.
- Compassionate.
- Self-confident, tactful, discreet, diplomatic.
- Consensus builder.

**COMPENSATION AND BENEFITS**

The hiring range for the position will be market competitive, based on qualifications and experience. The successful candidate will be offered a comprehensive benefits package to include:

- Professional Development Opportunities
- 401(a)/457(b) Retirement Plan
- Health, Dental Vision Insurance
- Paid Time Off Benefit
- Paid Holidays
- Employee Assistance Program
- Group Life Insurance
- Flexible Spending Accounts
- Annual Leave Cash Out Upon Eligibility
- Supplemental Employee Paid Insurance Products

**APPLICATION PROCESS**

The position is open until filled. Interested applicants should submit a confidential resume with cover letter to:

**Cindy Mallett, Human Resources Department**
**Bulloch County Board of Commissioners**
**115 North Main Street**
**Statesboro, Georgia 30458**

Electronic responses are preferred and should be directed to cmallett@bullochcounty.net.

Please include a resume and a county application form available on the County’s HR web page at http://bullochcounty.net/hr/

A criminal background check is required. Bulloch County is an Equal Opportunity Employer Committed to Workforce Diversity.

**BULLOCH COUNTY MOTTO**

First in Safety and Service

**BULLOCH COUNTY MISSION STATEMENT**

The highest priority for Bulloch County Government is to strive to be a high-performance organization that is prepared, effective, efficient and accountable for providing safety and service to our citizens.