



*"People to match our mountains"*  
BUNCOMBE COUNTY, NORTH CAROLINA

## Buncombe County, North Carolina is seeking a Parks and Recreation Director.

*The community* boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County was home to many indigenous towns primarily occupied by the Cherokee People, but was also home to other indigenous cultures like the Catawba People. Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, F. Scott Fitzgerald, Nina Simone, Roberta Flack, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitors every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.







## **The Position: Parks and Recreation Director**

Buncombe County is a caring community in harmony with its environment where residents succeed, thrive, and realize their potential. Our mission is to promote a healthy, safe, well-educated, and thriving community with a sustainable quality of life; to provide effective and efficient government our residents can trust; and to deliver needed service through a responsive work force committed to excellence, integrity, and teamwork.

Buncombe County parks are located in the beautiful Blue Ridge Mountains of Western North Carolina. We offer parks, greenways, pools, and recreational opportunities with the goal of fostering an educated and capable community. We focus on resident well-being through programmatic opportunities, while advocating for cultural equity. We expand, diversify, and champion vibrant, creative activities for our residents and visitors.

Buncombe County offers 13 parks (7 river parks), 5 pools, and 2 soccer complexes, with multiple large events including Festival of Lights, Fall-o-ween and the Special Olympics. We have community amenities including community gardens, orchards, and disc golf. We are leading the way on a greenway master plan which includes 8 priority corridors that will create 100 miles of greenway in the future, connecting our community to exercise, education, and jobs.

The primary purpose of this position is to plan, organize, and direct the operations of the department to meet the needs of the community and align with the County's strategic plan.

**Minimum education, training, and/or experience:** Bachelor's degree and six (6) years of experiences in a related field; including at least three (3) years managerial, supervisory or executive experience; or an equivalent combination of education and experience.

**License or Certification Required by Statute or Regulation:** First Aid and CPR certifications.

**Essential functions of the position:**

- Direct program activities and/or business functions within the department; plan, develop, and approve department budget, set work priorities and standards for achieving goals; develop long-range and short-term plans to meet community needs.
- Develop and implement techniques for evaluating business functions within the department or division and identify need for changes; develop and establish goals and objectives consistent with the County's strategic plan.
- Develop policies, procedures, and guidelines; implement and monitor compliance; review results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.
- Supervise and perform evaluations on the work of direct reports.
- Perform other related duties as assigned.

**Knowledge, skills, and other abilities:**

- Knowledge of local, state, and federal laws and regulations relevant to program activities and/or business functions and of the principles and practices of public administration and management.
- Knowledge of athletic field management, including fields and facility maintenance, resource scheduling, and event management.
- Knowledge of PC systems, databases, and spreadsheet use to ensure department efficiency. Self-motivated to research and master emerging computer technologies.
- Ability to develop, implement, and manage special events and other programming.
- Ability to coordinate with external stakeholders including but not limited to DOT, Metropolitan Planning Organizations (MPO), Councils of Government (COG), other local governments and nonprofit organizations.
- Ability to develop and implement a clear vision for the utilization of recreational assets in Buncombe County, including translating business objectives and unmet needs into a clear vision and roadmap with rigorous requirements and supporting the execution of that vision. Strong bias for action with a demonstrated track record of owning and delivery solutions successfully.
- Ability to direct and organize program activities and/or business functions; to establish goals and objectives that support the strategic plan; to identify problems, evaluate alternatives, and implement effective solutions; to develop and evaluate policies and procedures; to prepare reports; to communicate effectively; and to supervise the work of others.
- Ability to analyze data, identify trends, and deliver proposals that are clear, engaging, data-based, accurate, and aligned with Buncombe County's strategic goals.
- Able to break complex projects into manageable tasks, identify and engage appropriate resources, and deliver accurate, on-time results. Critical thinker with strong problem-solving skills and a tendency to challenge the status quo.

- Possess leadership and excellent team management skills. Outstanding communication and interpersonal skills, including experience working directly with users and collaborating across internal teams to deliver complex projects.
- Ability to look at the bigger picture within their department and the organization. Self-starter, able to drive work forward within an agile environment.
- High tolerance for ambiguity, challenge, and change. Ability to show composure in difficult circumstances.

**Department:** Assistant County Manager

**Location:** Asheville, NC

**Job Posting End Date:** January 10, 2022

**Salary Range:** \$90,519.61 - \$119,938.48

Buncombe County Government realizes the importance of a diverse professional workforce and the need to foster a responsive and innovative organizational culture, one that fully engages all of our employees, honoring and building on each employee's unique experiences, opinions, and perspective.

It is the policy of Buncombe County to provide equal employment opportunities (EEO) to all persons regardless of race, color, religion, sex, national origin, political affiliation, physical or mental disability, age, veteran status, genetic information, sexual orientation, gender identity or any other legally protected class under federal or NC State law. In addition the Agency expressly prohibits any form of workplace harassment or discrimination.

Applicants for employment are invited to participate in the affirmative action program by reporting their status as a protected veteran or other minority. In extending this invitation, we advise you that: (a) workers (applicants) are under no obligation to respond but may do so in the future if they choose; (b) responses will remain confidential within the human resource department; and (c) responses will be used only for the necessary information to include in our affirmative action program. We are a company that values diversity. We actively encourage women, minorities, veterans and disabled employees to apply. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

To apply, visit [buncombecounty.org/jobs](https://buncombecounty.org/jobs)

