Chesterfield County, Virginia announces recruitment for the position of
Director of Parks and Recreation

A great place to live

work

play

and learn
Living, Learning, Working and Playing in Chesterfield County

Strategic Location

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation’s manufacturing operations and 60 percent of the corporate headquarters in the country.

Chesterfield County is part of the Richmond-Petersburg MSA and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox Rivers, Chesterfield boasts a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fourth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of nearly 70,000 persons by 2040. Based on the 2020 Census, the county has approximately 365,000 residents. About 59.3 percent of the population is White, 22.8 percent is Black or African American, 3.6 percent is Asian, 7.4 percent is classified as “two or more races,” and .51 percent is classified as Other, while 11.0 percent of Chesterfield’s residents are of Hispanic and Latino origin. The median age of a county resident is 39 years.

Chesterfield’s climate provides generally mild winters and warm, humid summers. An average year provides 206 clear days and 114 days of precipitation (including 10 inches of snow). January has an average temperature of 27 degrees and July has an average temperature of 89 degrees.

Safety and Security

Public safety is a top priority for Chesterfield. Police, Fire & EMS, Sheriff and the Emergency Communications Center work in partnership to provide a safe and secure community, which preserves the highest quality of life for our residents. Chesterfield County is also proud of its progressive juvenile justice system, which works in conjunction with the criminal justice system, to help ensure public safety while supporting rehabilitation.

Chesterfield is devoted to ensuring the safety and security of the community through prevention, readiness and professional response, which require appropriate public safety staffing levels. The 2021 public safety workforce statistics include:

- Police Department has 671 full-time employees
- Fire & EMS Department has 524 full-time employees
- Sheriff’s Office has 277 full-time employees
- Emergency Communications Center has 71 full-time employees

The county’s public safety workforce is among the best in the nation. Recruitment and retention of quality public safety professionals is an ongoing priority.

Educational Excellence

Education is another top priority in Chesterfield. The county is responsible for its own public school system under the direction of an elected school board. With more than 61,000 students, it is the largest school system in the area and has established innovative, state-of-the-art programs to challenge all students at all levels.

Financial Integrity and Stability

Chesterfield County is one of fewer than 35 counties in the nation to hold AAA ratings from all three major bond rating agencies. This status reflects exceptional management of financial operations and conservative fiscal policies. The Chesterfield County Utilities Department is one of only a few water and wastewater utilities in the nation to have achieved AAA ratings on its revenue bonds from the three top rating services. The highest of bond ratings recognizes the Utilities Department’s excellent financial profile, low-debt burden, manageable capital plan and affordable rates as the keys to the department’s success.

The county holds both the Award for Distinguished Budget Presentation and the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. The FY2022 budget for the county totals $1.6 billion, with the two largest components of the budget being the county’s general fund ($807 million) and the school fund ($824 million). The county’s total assets of approximately $4 billion are distributed throughout the county.
Accessibility

Transportation and Commerce
Chesterfield County’s road system is a model of efficiency and convenience, with the county’s main business corridors providing easy access to I-95, I-295, I-85 and I-64. The interstate and beltway system within the county can handle today’s traffic flow without the gridlock experienced in other metro areas. The Chesterfield County Airport is the executive gateway into and out of the Greater Richmond area, and business and personal fliers have long preferred the county’s airport for its convenience and personal attention. Also easily accessible is the Richmond International Airport. Rail services, including CSX and Amtrak, are readily accessible, no matter where you live or work in the county; and, in addition to deep-water industrial sites within the county, the Ports of Richmond and Virginia are within easy reach.

Digital Community
Chesterfield continues to set an example for innovative technology in local government. This is the seventh consecutive year being ranked in the top three among counties nationwide with populations between 250,000 and 499,000. This award recognizes Chesterfield’s innovation in the use of technology to proactively address resident needs and expectations. As a digital county, Chesterfield recognizes that technology strengthens and connects the community.

Leaders in Healthcare
Chesterfield County residents have access to exceptional medical care, with leaders in the healthcare and medical research industry. There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Caring Community

- With a growing aging population, Chesterfield County recognizes that older adults want to live active and independent lives. The county offers a valuable resource, Aging and Disability Services, which serves residents ages 60 and older, their family members and caregivers. It also provides information and referral services related to aging, caregiving and disabilities. The county is a collaborative partner working with other organizations to meet the needs of older residents.
- The county has a long-term commitment to reinvesting in its older communities and commercial areas to help maintain the vitality and high quality of life known within Chesterfield County. The school-based revitalization approach targets public investment in older schools, as well as supporting capital and community improvement projects in surrounding areas. In 2013, Chesterfield County voters approved a $304 million bond referendum to support school facility improvements.
- The county has been recognized as one of the 100 Best Communities for Young People because of its efforts to ensure that young people graduate high school and go on to lead healthy, productive lives. These efforts are advanced through the Communities in Schools mentoring program and the Chesterfield Youth Services Citizen Board, which provides young leaders with the opportunity to have a voice regarding youth-related issues by planning programs and offering policy recommendations to the Board of Supervisors.

Lifelong Learning

County Residents
Chesterfield County Public Library (CCPL) is an award-winning 10-branch suburban public library system that annually helps hundreds of thousands of residents transform information into usable knowledge through a hands-on learning approach. This transformative learning experience enables residents of all ages to work with professional staff who provide access to up-to-date material collections in a variety of formats; aid in the use of hands-on, self-service digital resources and networks that allow residents to expand their knowledge base; and assist them in finding and interpreting information. In addition, the county’s 10 library branches provide meeting space for hundreds of community organizations every year, and programs and events see over 60,000 attendees. The library also features small business centers, makerspaces, and serves as an important resource in disaster relief and preparedness.

County Employees
Chesterfield is currently among the leaders of local governments providing in-house development opportunities for 4,268 county government employees and 7,337 schools employees. Investing in the staff’s professional development has produced an outstanding workforce that consistently delivers quality services in an efficient manner. Grounded in the county’s mission, the Learning & Performance Center provides a wide variety of developmental opportunities to county employees while offering consulting services to enhance organizational effectiveness. Services focus on eight core competencies that enhance career development; reinforce employee performance expectations; drive the business strategy in departments; and encourage continual improvement of services to the residents and other customers of the county.
Award Winning County

Chesterfield County has a history of being an award-winning locality. Recognitions include:

- **Forbes Magazine’s Best-In-State Employers**
- **Chesterfield County ranked 41st in Money Magazine’s Top 50 Best Places to Live**
- Numerous achievement awards from the National Association of Counties (NACo) and the Virginia Association of Counties (VACo)
- **2021 Top Workplaces for Diversity, Equity and Inclusion**
- **Training Magazine’s Top 125 employers** in the nation that provide outstanding employee development opportunities
- **100 Best Communities for Young People** by America’s Promise - The Alliance for Youth
- **Diversity All Star Award** from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association
- One of the **Best Places to Live in America** by American City Business Journal
- **Award for Continuing Excellence** (ACE)
- **Gold Medallion Senate Productivity Award**

Chesterfield County Government

Chesterfield County provides complete local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection. The county contains no incorporated cities or towns. It is divided into five magisterial districts, each of which is represented by one supervisor elected to serve four years.

These officials form the Board of Supervisors, the legislative body of the county. The Board of Supervisors elects a chairman from its membership for a one-year term. The Board appoints the County Administrator, who serves as the county’s chief administrative officer under the board’s direction.

The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county’s affairs through its appointed administrative officials. County government, as a political subdivision of the state, also assists in the local implementation of state laws and programs.
Chesterfield County Strategic Plan

Mission
Providing a FIRST CHOICE community through excellence in public service

Vision
To be an extraordinary and innovative community in which to live, learn, work and play

Values
Results, Innovation, Service, Ethics
Parks and Recreation Department Achievements and Highlights

Nationally Recognized Department
The Department of Parks and Recreation is accredited by the National Recreation and Parks Administration (NRPA) and Commission for Accreditation of Park and Recreation Agencies (CAPRA). The NRPA and CAPRA provide quality assurance and quality improvement of accredited park and recreation agencies throughout the United States by providing agencies with a management system of best practices. CAPRA is the only national accreditation of park and recreation agencies and is a valuable measure of an agency's overall quality of operation, management and service to the community.

The Richmond region is one of the top tourist destinations in the country. Chesterfield County, a leader in the region, offers numerous programs through its Parks and Recreation Department in history, nature, outdoor adventure, summer camps, youth sports and 50+ active lifestyles with more than 312,000 people participating yearly. Parks and Recreation has been offering outdoor activities and other recreational programs for more than 30 years and boasts the most diverse choices in quality activities and services for all ages. Chesterfield Parks and Recreation and its staff have received 35 state, regional and national awards within the last four years.

Family Activities
Parks and Recreation offers a wide variety of programs, classes and activities for county residents. There is something to do for every member of the family, from computer classes to robotics (for those who like technical activities); health-related classes, such as CPR or first aid; or art and drawing classes (for the creative-minded). Kids can spend fun-filled days in summer camp programs, and parents have their choice of summer programs and classes for new learning opportunities as well.

Historical Programs
Virginia has a wealth of history and heritage, and Chesterfield County is proud to be a part of that history. Parks and Recreation offers a wide variety of historical and cultural programs that are available throughout the county for youth and adults. The county has more than 15 historical sites which focus on the eras of American History from the 1611 Settlement of Henricus through the Civil War. Over 25,000 school children visit these sites annually as educational field trips.

Inclusion Services
Chesterfield County Parks and Recreation is proud to offer inclusion services focused on providing leisure opportunities and recreation programs that are open and accessible to all residents in the county. The benefits of inclusion services are to promote increased independence, sense of belonging, building friendships, learning new skills and expanding creativity.

Older Adult Programs
Older adult programs are designed to meet the recreational and leisure needs for adults 50 and over. Programs are held in various locations throughout Chesterfield County such as parks, schools and churches. Diverse activities for older adults include concerts, fitness, games, instructional classes, lifelong learning programs, luncheons, social activities, trips and more.

Sports Tourism
Actively engaged in regional sports tourism including a combination of county and private-owned sports venues, Parks and Recreation hosts 31 major sports events annually that attract approximately 180,000 visitors and has an economic impact of $66.2 million to the region. One of the county’s strategic goals focuses on an active living strategy to help all residents develop healthy and active lifestyle choices.

Therapeutic Recreation
Therapeutic Recreation offers leisure and recreational activities to help individuals with intellectual, physical, emotional and/or developmental disabilities develop and refresh their minds and bodies in ways that enhance their health, independence and well-being.

Cooperative Extension
Cooperative Extension is a collaborative program sponsored by Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments. It provides programs and information covering the broad areas of agriculture, families and 4-H. This program’s goal is to help our citizens maintain and improve the quality of their environment. Cooperative Extension offers the following programs:

- Financial Management
- Gardening Advice
- Nutrition Education
- Plant Diagnosis
- Seminars Camps
- Youth Programs
- And Much More

Expansion Efforts
The county’s parks system has grown to accommodate more than 6.3 million visitors per year. Through a commitment to regionalism, the county has experienced an increase of 500% over five years in sports tourism. The recent acquisition of 108 acres of land will create a conservation area and historical park at Falling Creek on the James River. This property will add to approximately 2,500 acres of conservation areas along the county’s rivers and waterways. In addition, Chesterfield County has adopted a new Bikeways and Trails Plan as part of the Comprehensive Plan. There are currently 64 miles of trails throughout the county’s parks system.
The Position

The mission of Chesterfield County Parks and Recreation Department is to enhance the quality of life for citizens and visitors through First Choice recreation opportunities, experiences and partnerships. The department strives to ensure excellent customer service, affordable programs and classes, safe facilities and access to services for all residents. The Department of Parks and Recreation provides a variety of leisure, recreational and sports programs for residents to improve their physical, social and mental well-being. The department is comprised of 123 full-time and approximately 100 part-time and seasonal employees; and operates and maintains 171 sites and 54 major parks, trails and 6,600 acres of outdoor spaces. In addition, the department provides direct services, such as comprehensive grounds maintenance and tree removal for county parks, schools, libraries, police precincts, athletic complexes and various other municipal sites within the county. The department operates with a FY22 budget of $11,833,200.

The Director of Parks and Recreation establishes the goals and objectives for the department and is actively involved in all aspects of planning, organizing, managing, and directing parks and recreation programs and activities in the county. The Director is also responsible for the physical assets, revenues, and services of all programs and activities. The incumbent will work collaboratively with the Parks and Recreation Advisory Commission (PRAC), as well as department staff, other county departments, governmental agencies, elected officials and the public.

The Director of Parks and Recreation reports directly to the Deputy County Administrator for Community Operations and serves as an integral part of the Community Operations leadership team.

The Ideal Candidate

The ideal candidate will be an energetic, collaborative, strategic thinker who can articulate a clear vision on the current and future direction of the growth and development of Parks and Recreation programs and services. The ideal candidate is a professional who is open, honest, possesses strong moral character, promotes transparency, and has excellent interpersonal and communication skills. The candidate should possess a team-oriented leadership style and welcome the challenge of seeking continuous improvements in organizational efficiency. Additionally, the ideal candidate will also have a strong background in parks and recreation administration as well as extensive knowledge and/or experience in the public sector. The ideal candidate will demonstrate prior experience in successfully managing an array of community-focused programs.

Parks and Recreation Awards

- Chesterfield Parks and Recreation Department was named a 2021 Gold Medal Finalist by the National Recreation and Park Association.

- Chesterfield County Parks and Recreation received achievement awards from the National Association of County Park and Recreation Officials (NACPRO) in 2016, 2018, 2019, 2020 and 2021

- Chesterfield County Parks and Recreation received achievement awards from the National Recreation and Park Association (NRPA) in 2018, 2019, 2020 and 2021

- Chesterfield County Parks and Recreation received achievement awards from the National Association of County Information Officers (NACIO) in 2019
Professional Skills and Management Style

- Possesses strong ethics and integrity with a high standard of excellence
- Strong management and leadership skills to deliver high quality parks and recreational services in an efficient manner
- Visible and effective leader with ability to communicate the vision, mission and values of the department
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the department and county
- Ability to work within established budget parameters and develop alternative revenue sources
- Excellent analytical skills yet creative, with a strong focus on innovation in parks and recreational programming
- Develops and maintains good public relations with Board of Supervisors, county leadership, Parks and Recreation Advisory Commission, regional leaders, community groups and citizens
- Understands diversity, ability to communicate with various constituencies with sensitivity and genuineness
- Strong and enthusiastic in presenting ideas, while being respectful of others
- Self starter, hard working and a producer
- Team builder and a people person
- Fair in approach to decision making yet firm in application of policies, rules and laws
- Flexible and able to adjust to changing leadership
- Strategic planner/thinker
- Organized and timely in response to requests for information from all sources

Personal Traits

The ideal candidate for this position will possess these personal traits:

- Honest, trustworthy, open, candid
- Accessible and approachable
- Energetic and self-motivated
- Innovative and creative
- Genuine, respectful and trustworthy
- Skilled communicator
- Values diversity
- Visionary, global thinker, willing to be creative and think outside the box
- Team-oriented and consensus builder
- Strong communication skills
- Politically astute
- Proactive in dealing with issues
- Ability to work well under pressure
- Good listener and proactive in responding to issues
- Self-confident, tactful, discrete, diplomatic

Performance and Expectations

Parks and Recreation Knowledge

Comprehensive knowledge of the objectives and principles of public parks and recreation administration to establish goals and objectives for the Department of Parks and Recreation; demonstrated experience in planning, coordinating, and marketing revenue and/or non-revenue programs; knowledge of the facilities and equipment needed in parks and recreation programs, knowledge of the principles and practices of maintenance and use of public buildings and park facilities; ability to develop and administer parks and recreation programs suited to the needs of the community; and knowledge of federal and state laws and local ordinances pertaining to parks and recreation administration.

Administrative Ability

Plan, organize, direct, coordinate and administer the varied programs of the Department of Parks and Recreation; work with community, local, school, state, federal and volunteer organizations in funding, developing and promoting parks and recreation services; contract administration and organizational development; communicate effectively with departments, senior leadership and boards/committees; ability to evaluate operational performance, organize resources, establish priorities and problem-solve; strong project management abilities.

Partnering/Collaboration

Excellent communication skills, including the ability to listen to and communicate with various segments of the community; the ability to understand and respond to parks and recreation program issues to effectively lead the department; demonstrate the ability to maintain cooperative working relationships with department staff, the public, representatives of county departments and other partner agencies; and work closely with the Parks and Recreation Advisory Commission, County Administration and elected officials to keep them informed on a regular and timely basis of important issues.

Budget and Finance

Prior experience in successfully managing large, complex budgets and other financial activities with ability to seek and obtain alternative funding sources.

Park Operations Management

Comprehensive knowledge of grounds maintenance, landscaping, trail maintenance; and turf management. Demonstrated ability to provide logistical support for special event, tourism, and emergency response activities. Prior experience in successfully managing parks, sites, and facilities, along with complex construction projects and master planning for future growth.
Performance and Expectations (cont’d)

Sports Tourism Management
Prior experience in successfully overseeing sports tourism facilities and events, negotiating contracts and leveraging partnerships to maximize the greatest economic impact for the community while building and maintaining an excellent relationship with local and regional partners.

Planning and Construction Services Division
Comprehensive knowledge of project management; long range and individual site master planning and construction projects; GIS functions and interdepartmental site plan, zoning and planning coordination. The current capital improvement budget is $52.5M and the five year capital budget is $38.3M.

Accreditation Management
Prior experience successfully managing an accredited department and the CAPRA reaccreditation process as outlined with the National Recreation and Parks Association.

Human Resource Management:
Effective interpersonal skills to communicate the departmental goals and needs to all employees. Must be able to inspire and motivate employees and demonstrate fairness in dealing with staff. Must have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of all staff.

Department Priorities
- Utilize technology solutions that improve services to citizens
- Support and grow the positive economic impacts of sports tourism
- Implement the countywide Parks and Recreation 5-year master plan
- Maximize resources to provide high quality facilities and programs
- Optimize programs and facilities through contracted services
- Provide programming for citizens concerning animals, food crops, greenhouse and nursery products, turf, forests, and environmental protection
- Deliver programs to help participants develop life skills related to health, diet, nutrition, and exercise
- Provide programming on leadership, citizenship, and life skills to youth through community clubs, camping, and outreach activities
- Promote diversity, inclusion and equal opportunities for our customers served and our workforce

Qualifications

Education and Experience
- Bachelor’s degree in Parks and Recreation Administration, Business Administration, or a related field from an accredited college or university is required. Master’s degree preferred.
- Minimum of ten years of progressively responsible leadership experience in recreational programs and/or parks and facilities, in a comparably sized organization, or an equivalent combination of training and experience.
- Ideal candidate will have excellent leadership and communication skills with experience in a multifaceted and diverse government system.
Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The successful candidate will have access to a comprehensive benefits package to include:

- Virginia Retirement System
- Executive Leave Benefit
- Paid Holidays
- Professional Development Opportunities
- Tuition Assistance and Reimbursement Program
- Employee Assistance Program
- Deferred Compensation
- Health and Dental Insurance
- Paid Time Off Benefit
- Group Life Insurance
- Short-Term and Long-Term Disability
- Long-Term Care Insurance
- Flexible Spending Accounts
- Paid Parental Leave

Application Process

The application deadline date is January 28, 2022, at 5 p.m.

Interested applicants should submit a confidential resume with cover letter and must include salary requirements addressed to:

Mary Martin Selby, Director of Human Resources
Chesterfield County Human Resources
P.O. Box 40
Chesterfield, VA 23832
(804) 748-1551

Electronic responses are required and should be directed to ExecutiveSearch@chesterfield.gov

Good driving record, pre-employment drug test and extensive background check required.

An Equal Opportunity Employer Committed to Workforce Diversity