## NOTICE OF EMPLOYMENT

The Boone County Parks and Recreation Commission is seeking to hire a **Director.** Interested applicants can pick up an application at the Boone County Parks and Recreation Commission office located at Water Ways, the Boone County Administrator’s Office on the 3rd floor of the courthouse annex, or request via email to mlegg@boonecountywv.gov. Application deadline is December 31, 2024 @ 4pm.

**PARKS AND RECREATION DIRECTOR**

**DUTIES AND RESPONSIBILITIES:**

The Director of the Boone County Parks and Recreation Commission, shall:

* Be responsible for the execution of the policies of the Commission in establishing, improving, developing, administering, operating and maintaining a public parks and recreation system and recreational facilities.
* Be responsible for the overall operation of recreational facilities such as swimming pools, concession stands, ball fields, tennis courts, amphitheater, etc.
* Have the proper authority to execute disciplinary procedures as outlined in policy handbook.
* Supervise and direct 100+ employees.
* Attend all Parks and Recreation board meetings.
* Oversee expenditures and projects.

**REQUIREMENTS:**

* Management experience preferred
* High School Diploma / College credits are a plus
* Ability to work holidays and weekends as needed
* Ability to be on call
* Valid WV Driver’s License
* Ability to maintain a good working relationship with others

Pay will be based on experience.

PEIA Health Insurance, Public Employees Retirement, Paid holidays, Dental and Vision are included.