



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

John Wilmer Porter Building
17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

DIRECTOR OF COMMUNITY SERVICES

General Description of Work

The Director of Community Services performs a multitude of professional services for the Town including but not limited to planning, developing, and coordinating a broad range of Town sponsored programs and events. This individual routinely interacts with Town citizens, Town staff, public officials, and political leaders. There is no “typical” work day as the scope of the work will change depending on what the project is. Position requires flexibility.

Reports to the Town Manager; performs duties under limited supervision.

Essential Functions

- Plans, organizes and executes educational, recreational and social programs and events for the public.
- Develops departmental budget and executes approved fiscal year budget.
- Establishes relationships with businesses and utilizes network to secure support for programs.
- Responsible for and oversees the execution on the Intern Program.
- Responsible for effectively managing and operating the Volunteer program.
- Maintains the Volunteer Database.
- Prepares monthly reports and provides recommendations to the Town Manager and Council.
- Directs public relations through maintaining social media accounts.
- Creates and distributes the Town's Newsletter, “The Charter”.
- Maintains department records and files.
- Oversees the development and management of public relations and outreach programs to stimulate public participation in cultural and recreational services.
- Performs other duties and related tasks as assigned.

Knowledge, Skills, and Abilities

- Knowledge of Town/business/community needs and desires.
- Knowledge of principles and practices of recreational services.
- Knowledge of event planning methods and procedures.
- Ability to plan, organize, budget, and execute effective programs and events.
- Ability to recruit, train, direct, and lead volunteers.
- Ability to communicate clearly and effectively in both oral and written form.
- Ability to operate standard office equipment.
- Ability to establish and maintain effective and positive working relationships with staff, Council, elected officials, business owners and the public.

Physical Requirements and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk, hear and view and create documents. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, or crouch. The employee must frequently lift and/or move items of light to moderate weight. While performing the duties of this job, the employee works in a business office setting and in the field. In the course of field activities, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually quiet in the office, and may become moderate or potentially loud in field situations.

Experience and Education

- Bachelor's degree in public or business administration or a related field.
- Valid Virginia Driver's License
- Must be a member of International City/County Management Association (ICMA).
- Proficient in Microsoft Office Suite.