

18/1 - \$34,120

**Job Title:** Director of Natural, Cultural and Heritage Resources

**Department:** Natural, Cultural and Heritage Resources

**Job Summary:** This position is responsible for planning, developing and coordinated efforts to expand and preserve the county's natural, cultural and heritage resources.

**Major Duties:**

- County coordinator for Blue Ridge National Heritage Area Development Plan initiatives.
- Coordinate countywide efforts for recreation, arts, conservation and heritage preservation.
- Develops and manages budget for the Department of Natural, Cultural and Heritage Resources.
- Direct the development of a website and other electronic media.
- Write grants to draw in resources to accomplish the various tasks and initiatives laid out in the county's recreation plan and the Blue Ridge National Heritage Area Development Plan.
- Assist area non-profit organizations in accomplishing goals related to promoting and preserving the county's natural, cultural and heritage resources.

**Knowledge Required by the Position:**

- Knowledge of the recreation industry.
- Knowledge of county ordinances, policies and procedures.
- Knowledge of the relevant state laws governing recreation.
- Knowledge of the history, geography and culture of the county.
- Skill in collecting and analyzing information and statistics, particularly web-based information.
- Skill in public and interpersonal communications.
- Skill in organizing and prioritizing work.
- Skill in operating office equipment such as computers, fax machine, printers and copy machine.
- Skills in written communication.

**Supervisory Controls:** The Arts, Parks and Recreation Commission assigns work in terms of department goals and objectives.

**Complexity:** The work consists of varied management, grant writing, and public communications. Must be able to prioritize a lengthy list of potential goals.

**Scope and Effect:** The purpose of this position is plan, develop and coordinate programs and initiatives related to improve and preserving the county's natural, cultural and heritage resources. Successful performance leads to increased resources coming into the county through grants and tourism; increased opportunities for recreation and preservation of county culture.

**Personal Contacts:** Contacts are with a wide range of people including county maintenance staff, area non-profit organizations, media, other county employees, Commission members, elected officials other professionals in the field.

**Purpose of Contacts:** Contact are typically to give and exchange information, resolve problems, motivate or influence persons and provide services.

**Physical Demands:** The work will vary including desk work as well as walking to inspect or survey various recreational and historical locations.

**Work Environment:** The work will be performed in an office and onsite at recreation and cultural locations.

Supervisory and Management Responsibility: The position does not currently have direct supervision of staff, but could in the future.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupation field.
- Experience sufficient to thoroughly understand the work of subordinates positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment.