Sussex County Telework Policy

SECTION 1. PURPOSE

The purpose of this policy is to establish a uniform framework for the authorization, administration, and oversight of telework arrangements for eligible employees of Sussex County.

SECTION 2. POLICY STATEMENT

Telework is a discretionary work arrangement and does not constitute an employee right, entitlement, or guaranteed condition of employment. Sussex County retains the discretion, through the appropriate Department Head and County Administrator, acting within their respective authority under this policy, to approve, deny, modify, suspend, or terminate any telework arrangement at any time based on operational needs, staffing requirements, performance considerations, or other legitimate business reasons.

All telework arrangements shall meet the following requirements:

1. The delivery of public services shall not be diminished.
2. The public shall continue to have reasonable access to government services during established business hours.
3. Employees shall remain accountable for their assigned duties, work schedules, performance, and conduct.
4. Telework shall not result in unauthorized expenditures, commitments, or obligations of public funds.
5. Telework shall beadministered consistently with applicable personnel, technology, cybersecurity, records-management, confidentiality, and workplace policies.

SECTION 3. DEFINITIONS

Telework: An authorized arrangement under which an employee performs assigned government duties from an approved work location other than the employee's regular government workplace.

Eligible Employee: An employee, including a Department Head, whose assigned duties may be performed effectively through telework and whose participation has been approved by the official authorized under this policy.

Department Head: The director, manager, or other official responsible for the supervision and operation of a department or office.

SECTION 4. ELIGIBILITY

Eligibility shall be based on the nature of the employee's duties, operational needs, public-service obligations, employee performance, and whether remote work can be effectively supervised and evaluated.

Positions or duties that may be suitable for telework includes, but is not limited to, administrative writing, research, financial analysis, grant preparation, planning, document review, information technology, and other functions that can be performed effectively away from the regular workplace.

Positions or duties that require physical presence, direct public contact, access to facilities or equipment, fieldwork, or immediate operational response may be determined unsuitable for telework.

- The following factors may be considered in determining telework eligibility and suitability, including but not limited to: Whether assigned duties can be performed remotely without adversely affecting productivity, service quality, or the timely delivery of services.
- Whether adequate staffing and public access can be maintained.
- Whether the employee has demonstrated satisfactory performance, reliability, and the ability to work independently.
- Whether County information and equipment can be adequately protected.
- Whether the employee can be effectively supervised and evaluated.
- Whether the arrangement is consistent with the budget, staffing plan, and operational needs of the department.

Satisfaction of the eligibility criteria outlined above does not guarantee approval or create an entitlement to telework. Approval of telework arrangements remains at the discretion of the appropriate Department Head, subject to the provisions of this policy.

Telework eligibility shall be determined based on the duties and responsibilities of the position and the operational needs, and shall not be determined solely by job title. A Department Head may determine that only certain duties within a position are appropriate for telework.

No employee shall be entitled to telework solely because another employee has been approved for a similar arrangement.

SECTION 5. PROCESS FOR APPROVAL

The following process shall govern the review and approval of telework arrangements:

1. An employee shall submit a written request to the immediate supervisor or Department Head.
2. The Department Head shall evaluate the request and provide a recommendation based on operational needs, employee performance, and service-delivery requirements.
3. The Department Head shall make the final approval decision. Telework arrangements exceeding the standard limit established in Section 6 shall require approval by both the Department Head and the County Administrator or their designee.
4. No telework arrangement shall begin before written approval is granted by the Department Head or its designee.

5. The County Administrator may establish reasonable limits on the number of telework days, eligible positions, and duration of approved arrangements.

SECTION 6. TELEWORK SCHEDULE AND DURATION

Telework may be authorized on an occasional, temporary, or recurring basis.

The standard arrangement shall ordinarily be no more than one day per week with the employee working the remainder of the scheduled hours at their normal work location. Additional telework may be approved when justified by operational requirements and authorized by the Department Head and approved by the County Administrator or their designee. Requests for additional telework by Department Heads shall be subject to approval by the County Administrator.

Each telework opportunity shall specify:

- The approved telework day or days.
- The employee's regular working hours.
- The approved alternative work location.
- Required on-site attendance and office coverage.
- Performance expectations and communication requirements.
- The beginning and expiration dates of the arrangement.

When necessary, Department Heads may require employees to report to the regular workplace in person for meetings, public hearings, training, emergency operations, customer service, or other official duties. The County Administrator shall have the same authority with respect to Department Heads who have been approved for telework.

SECTION 7. PERFORMANCE AND SUPERVISION

Employees approved for telework shall remain subject to the same performance standards, work requirements, professional conduct rules, and accountability measures applicable to employees working at the regular workplace.

Department heads shall establish appropriate work assignments, deadlines, and methods for evaluating completed work. The County Administrator shall have the same responsibility with respect to Department Heads who have been approved for telework.

Employees shall:

1. Complete assigned duties accurately and on time.
2. Remain available during approved working hours.
3. Participate in required meetings and respond to work-related communications.
4. Maintain accurate time and attendance records.
5. Report technical difficulties or circumstances that prevent the performance of assigned duties.
6. Comply with all applicable personnel and administrative policies.

Telework shall not be used as a substitute for appropriate dependent care or for conducting personal business during working hours.

Failure to meet performance or attendance requirements may result in modification or termination of the telework arrangement and other appropriate personnel action consistent with applicable law and policy.

SECTION 8. WORK HOURS, LEAVE, AND COMPENSATION

The total number of hours that employees are expected to work will not change, regardless of work location. The amount of time the teleworker is expected to work per day or per pay period will not change due to the employee teleworking during that time. Employees shall comply with established work schedules, leave procedures, timekeeping requirements, and overtime-approval procedures.

Telework shall not independently change an employee's compensation, classification, benefits, or other conditions of employment.

Teleworkers are required to account for all time worked. Teleworking employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked in accordance with the county's personnel policy. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the teleworker's Department Head or Supervisor.

Employees shall not work during approved leave or claim work time for periods when they are not performing assigned duties Whether work is performed in the office, on-site, or remotely, leave policies and practices do not change. Personal time off is recorded as leave.

SECTION 9. EQUIPMENT AND EXPENSES

Appropriate equipment (including hardware, software, modems, phone and data lines and other office equipment) will need to be identified by the employee and their Department Head.

Department heads, which may require consultation with the County Administrator, shall determine whether government-owned equipment, software, supplies, or other resources will be provided for an approved telework opportunity. The County Administrator shall make such determinations for Department Heads approved for telework.

Any equipment supplied by the County is to be used for business purposes only and equipment supplied by the employee may only be used if deemed appropriate by the County.

Employees must safeguard County information and property, including but not limited to, protecting such property against loss, damage, theft, and unauthorized access.

The County is not responsible for costs associated with the setup of the employee's remote work office, such as remodeling, furniture, lighting, additional equipment (including but not limited to: Wi-Fi connection, other communication charges, etc.), repairs or modifications to the employee's remote work space. The County accepts no responsibility for damage or repairs to employee-owned equipment, and the employee is responsible for any damage to County equipment.

No employee shall incur expenses or obligate public funds for telework-related equipment, internet service, telephone service, or supplies, or receive reimbursement for such expenses, unless authorized by the County Administrator or designee. All County equipment shall be returned to the office (1) as necessary for the employee to perform their work in the normal work location and (2) upon termination of the teleworking arrangement.

SECTION 10. INFORMATION SECURITY AND PUBLIC RECORDS

Employees shall comply with all applicable information technology, cybersecurity, confidentiality, records-retention, and records-disclosure requirements.

Employees shall use authorized systems and secure connections when accessing government information and shall protect confidential and sensitive records from unauthorized access or disclosure.

Government records created, received, or maintained during telework remain subject to applicable Virginia public-records and records-management laws, including the Virginia Freedom of Information Act and the Virginia Public Records Act, as applicable.

Employees shall promptly report suspected security incidents, lost equipment, unauthorized disclosures, or other breaches to information technology or security official and the Department Head, Telework shall not authorize the removal, disclosure, destruction, or retention of government records contrary to law or established policy.

SECTION 11. WORKPLACE SAFETY

Employees shall maintain a reasonably safe and appropriate work environment at the approved alternative location.

Employees shall promptly report work-related injuries occurring during authorized telework in accordance with established procedures.

Workers' compensation coverage and liability shall be determined under applicable law and the circumstances of the particular incident.

Approval to telework does not authorize an employee to perform duties from an unapproved location or to engage in activities unrelated to assigned work during working hours.

SECTION 12. MODIFICATION, SUSPENSION, OR TERMINATION

Sussex County reserves the right to modify, suspend, or terminate any telework arrangement at its discretion based on operational needs, employee performance, or other legitimate business reasons. Department Heads shall exercise this authority with respect to employees under their supervision, and the County Administrator shall exercise the same authority with respect to Department Heads. Except when immediate action is necessary, the employee may be notified of the change and its effective date. Modification or termination of a telework arrangement does not, by itself, constitute termination of employment.

SECTION 13. NONDISCRIMINATION AND LEGAL COMPLIANCE

This policy shall be administered consistently with applicable federal and Virginia employment laws, including laws governing nondiscrimination, reasonable accommodation, wage and hour requirements, and protected leave.

Nothing in this policy shall be construed to eliminate or restrict an employee's rights under applicable law. Requests involving a legally required accommodation shall be evaluated through the appropriate process and shall not be decided solely under the discretionary telework provisions of this policy.

SECTION 14. ADMINISTRATION AND REVIEW

The Board of Supervisors may, at its discretion, amend or repeal this policy. The administration of this policy and decisions regarding individual telework arrangements shall be the responsibility of the County Administrator and Department Heads, consistent with their respective authority under this policy.

The County Administrator shall be responsible for administering this policy, maintaining appropriate records of approved telework arrangements, and establishing procedures necessary for implementation.

Department heads shall monitor compliance and ensure that telework does not diminish employee performance, public access, or service delivery. The County Administrator shall exercise the same oversight responsibility with respect to Department Heads approved for telework.

If any provision of this policy is determined to conflict with applicable law, the conflicting provision shall be limited or severed to the extent necessary, and the remaining provisions shall continue in effect.

SECTION 15. EFFECTIVE DATE

This policy shall become effective upon adoption by the governing body or on such later date as the governing body specifies.

ADOPTED: _____

BY: The Board of Supervisors

ATTEST: _____

Clerk to the Governing Body

Sussex County

EMPLOYEE PERFORMANCE EVALUATION

Confidential Personnel Document — Handle in accordance with county policy and applicable law

Employee Name:	_____	**Employee ID (if used):**	_____
Department/Office:	_____	**Position/Title:**	_____
Supervisor/Evaluator:	_____	**Work Location:**	_____
Review Period:	From _____ To _____	**Evaluation Date:**	_____

1. Evaluation Type

☐ Introductory/Probationary ☐ Annual ☐ Mid-Year ☐ Promotion/Transfer ☐ Special Review ☐ Other: _____

2. Rating Scale

Rating	Definition	Guidance
5 — Outstanding	Consistently and substantially exceeds job expectations.	Results are exceptional and sustained; specific examples required.
4 — Exceeds Expectations	Frequently exceeds important job expectations.	Performance is above the standard in meaningful, demonstrable ways.
3 — Meets Expectations	Reliably performs the essential duties at the expected level.	Fully effective performance; this is a positive rating.
2 — Needs Improvement	Meets some expectations but improvement is needed in key areas.	Identify gaps, support, actions, and a follow-up date.
1 — Unsatisfactory	Frequently fails to meet essential job expectations.	Document specific facts and required corrective action consistent with policy.
N/O — Not Observed	Insufficient opportunity or evidence to rate.	Explain why; do not treat as a performance rating.

Select one rating for each applicable area. Base ratings on job-related expectations, observed work, reliable records, and the entire review period. Avoid relying on assumptions or a single isolated event.

3. Core Performance Competencies

For each competency, enter a rating (1–5 or N/O) and provide concise, specific examples in the comments column.

Competency	Expected Standard	Rating	Evidence / Comments
Job Knowledge & Technical Skills	Understands duties, procedures, systems, and relevant laws/policies; applies skills accurately.	____	
Quality & Accuracy of Work	Produces accurate, complete, organized work; checks work and corrects errors.	____	
Productivity & Time Management	Completes assigned work on time; prioritizes effectively and uses resources responsibly.	____	
Customer Service & Public Interaction	Treats residents, businesses, visitors, and coworkers respectfully; responds promptly and professionally.	____	
Communication	Communicates clearly, listens, shares relevant information, and maintains appropriate records.	____	
Teamwork & Collaboration	Works constructively with coworkers and other departments; contributes to shared objectives.	____	
Accountability & Reliability	Follows through, accepts responsibility, attends work as scheduled, and communicates absences or delays under policy.	____	
Judgment & Problem-Solving	Uses sound judgment, identifies issues, follows appropriate escalation procedures, and proposes workable solutions.	____	

Competency	Expected Standard	Rating	Evidence / Comments
Policy, Ethics & Confidentiality	Follows county policies, applicable law, records practices, confidentiality requirements, and ethical standards.	____	
Initiative & Adaptability	Responds constructively to change, seeks improvements, and takes appropriate initiative.	____	
Safety & Risk Awareness	Follows applicable safety procedures, reports hazards/incidents, and protects county property and information.	____	
Role-Specific Results	Meets the measurable duties and service standards established for this position.	____	

4. Position-Specific Goals and Results

List the key goals or performance measures established for this review period. Use measurable outcomes where possible.

Goal / Measure	Expected Result / Due Date	Outcome / Evidence	Rating (1–5/N/O)

5. Overall Evaluation

Overall rating (select one): ☐ 5 Outstanding ☐ 4 Exceeds Expectations ☐ 3 Meets Expectations ☐ 2 Needs Improvement ☐ 1 Unsatisfactory

Summary of key strengths and contributions:

_____
_____
_____

Priority areas for improvement or continued development:

_____
_____
_____

6. Performance Improvement / Development Plan (if applicable)

Complete this section for any area rated 1 or 2, or when development action is otherwise needed. Follow county policy and consult Human Resources when appropriate.

Area to Improve	Required Action / Standard	Support or Training	Due Date	Follow-Up / Status

7. Goals for the Next Review Period

Goal / Expected Outcome	Measure of Success	Target Date

8. Employee Comments

The employee may comment on the evaluation, provide context, identify accomplishments, or note support needed.

_____
_____
_____
_____

9. Acknowledgment and Signatures

Signatures confirm that the evaluation was discussed and received; they do not necessarily indicate agreement. The employee may attach a written response in accordance with county policy.

Employee Signature: _____	Date: _____
Supervisor/Evaluator: _____	Date: _____
Department Head (if required): _____	Date: _____
Human Resources (if required): _____	Date: _____

Supervisor / HR Review Checklist

☐ Evaluation completed for the full review period or limitations explained.
☐ Ratings supported by job-related examples and consistent standards.
☐ Goals and expectations are clear and measurable.
☐ Required improvement steps and follow-up dates are documented.
☐ Evaluation meeting held and employee comments recorded or offered.
☐ Required approvals and filing completed under county policy.

***Please check one:**

☐Employee Agrees

☐Employee Disagrees (Provide attachment with explanation)

Employee's Signature _____ **Date**_____

8A B&GMaintence Supervisor

BUILDINGS AND GROUNDS MAINTENANCE SUPERVISOR

FLSA Status:	Non-Exempt	**Created/Revised Date:**	10/28/2026
Class Code:	To be determined	**Pay Grade:**	To be determined
Reports to:	Director of Public Works	**Department:**	Buildings and Grounds

BRIEF DESCRIPTION

Plans, coordinates, supervises and participates in the maintenance, repair and care of assigned County buildings, facilities, grounds and equipment. Directs maintenance staff, responds to service requests, coordinates contracted work and helps maintain safe, accessible and functional County facilities. Work is performed under the general direction of the designated supervisor.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions. The County may change duties as operational needs require.

- Maintains regular and predictable attendance and responds to scheduled and emergency work as assigned.
- Plans, prioritizes, assigns and reviews daily work; supervises, trains and evaluates assigned employees and recommends personnel actions in accordance with County policy.
- Inspects assigned facilities and grounds, identifies maintenance and safety concerns, and establishes preventive maintenance schedules and work priorities.
- Performs and supervises routine building repairs and maintenance involving carpentry, painting, plumbing, electrical, HVAC and other systems within employee qualifications and applicable requirements; arranges qualified contractors when needed.
- Directs and participates in mowing, trimming, landscaping, litter removal, exterior upkeep, and seasonal maintenance of assigned County properties.
- Receives and tracks work requests, communicates schedules and progress to departments, maintains work orders and records, and follows up on completed work.
- Coordinates contractors and vendors, obtains estimates, monitors work and service agreements, and verifies satisfactory completion in accordance with County purchasing procedures and delegated authority.
- Maintains tools, vehicles, equipment and supply inventories; identifies replacement needs and arranges preventive maintenance and repairs.
- Assists with preparation and monitoring of the maintenance budget; estimates costs and submits purchase requests, invoices and related documentation for approval.
- Promotes safe work practices, provides safety instruction, uses appropriate protective equipment, and reports hazards, incidents and needed corrective actions.
- Coordinates facility access and supports inspections, alarm responses, meeting or event setup, and weather-related preparation and cleanup as assigned.
- Responds to urgent facility problems, including after-hours calls and emergencies, as required by the County.

ADDITIONAL DUTIES

- Assists with facility improvement projects and recommends repairs, replacements and long-term maintenance needs.
- Maintains professional working relationships with employees, officials, contractors and the public.
- Performs related duties as assigned within the scope of the position.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or GED and substantial experience in building and grounds maintenance, including practical experience with building systems and equipment and experience directing or supervising work. An equivalent combination of education, training and experience may be considered.

Certifications and Licenses:

Valid Virginia driver's license. Trade licenses or certifications relevant to assigned work are preferred or required when applicable. Any required pesticide or other specialized certification must be obtained and maintained as required for assigned duties.

OTHER JOB REQUIREMENTS

Supervision:

Supervises assigned maintenance personnel, including scheduling, instruction, work review and performance evaluation.

Independence and Decision Making:

Plans work within established policies and budget limits; assesses hazards, prioritizes requests and refers major expenditures, unusual issues and policy decisions to the designated supervisor.

Communication Skills:

Communicates clearly with staff, County departments, contractors and the public; provides updates, instructions and customer service.

Technical Skills:

Knowledge of building and grounds maintenance methods, tools, equipment, building systems, preventive maintenance and safe work practices; ability to read work orders, manuals and basic plans; use computers or electronic work order systems.

Reading, Writing and Math:

Reads instructions, safety information and technical materials; prepares work records and routine reports; calculates measurements, quantities, estimates and costs.

PHYSICAL REQUIREMENTS

Work involves standing, walking, bending, kneeling, climbing, reaching, pushing, pulling and operating tools and equipment. May require lifting and carrying up to 50 pounds occasionally, with assistance or equipment for heavier items. Requires sufficient vision, hearing and communication to perform duties safely. Actual physical demands should be verified for the assigned position.

WORK ENVIRONMENT AND OTHER REQUIREMENTS

- Work is performed indoors and outdoors at assigned County facilities, sometimes in varying weather, noise, dust, confined areas, heights or near moving equipment and electrical hazards.
- Follows applicable safety procedures and uses required protective equipment.
- May work outside normal hours, respond to emergencies or report during inclement weather, as assigned.
- Uses County equipment, supplies and work time responsibly.

ACKNOWLEDGEMENT

This description summarizes the general nature and level of work and is not an exhaustive list of duties. The County may revise the position and assign related duties as operational needs change.

I have reviewed this description and understand the requirements and responsibilities of the position.

_____ _____

Employee Signature Date

INFORMATION TECHNOLOGY MANAGER

FLSA Status:	Exempt	**Created/Revised Date:**	10/28/2026
Class Code:	To be assigned	**Pay Grade:**	To be assigned
Reports to:	County Administrator or designee	**Department:**	Information Technology

BRIEF DESCRIPTION

Performs professional, technical and administrative work managing information technology services for the County complex and coordinating technology support across County departments. Provides direct technical assistance, manages vendors and technology projects, maintains countywide technology equipment inventories and replacement schedules, and serves as the liaison for County website information and changes. Work is performed under the general supervision of the County Administrator or designee. Coordinates authorized support for the Sheriff's Office and other public safety functions with designated officials and system providers.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions. The essential functions of the job are not limited to those listed in the job description. The County retains the discretion to add to or change the duties of the position at any time.

- **Regular and predictable attendance.**
- Manages daily technology support for the County complex and coordinates services across departments; prioritizes requests, resolves problems and tracks issues through completion.
- Installs, configures, maintains and troubleshoots computers, peripherals, mobile devices, software, network connections and related systems within assigned responsibility; escalates specialized issues to providers.
- Coordinates network, server, cloud, internet, telephone and business application services with vendors; maintains system documentation, service contacts and support procedures.
- Maintains a centralized technology equipment inventory for all County departments, including asset tags, serial numbers, assigned users, locations, purchase dates, warranties, condition and support status.
- Develops and updates a multiyear equipment rotation and replacement schedule; tracks age, performance, security support and costs; recommends annual replacement priorities with departments and Finance.
- Coordinates approved equipment purchases, deployment, reassignment and retirement; documents asset transfers, arranges secure data removal and follows County surplus and disposal procedures.
- Serves as the County website liaison; gathers department-approved information and change requests, coordinates updates with the website provider, tracks completion and reviews accuracy, accessibility and functionality.
- Administers authorized user accounts, access permissions and software licenses; coordinates onboarding, transfers and departures; maintains license, subscription and renewal records.
- Implements approved cybersecurity safeguards, updates and access controls; coordinates monitoring, incident response and user awareness training with vendors and appropriate County officials.
- Coordinates backups, restoration testing, disaster recovery documentation and technology continuity planning; schedules maintenance and communicates outages and recovery progress.
- Coordinates authorized support for IBM AS/400 or IBM i and related financial applications with Finance and providers, including connectivity, access, updates and problem resolution.
- Serves as a technical liaison with the Sheriff's Office, emergency communications personnel and system vendors for assigned CAD, RMS and other public safety technology support, subject to authorized access and agency requirements.

- Prepares budget recommendations, procurement specifications and project schedules; monitors vendor performance and renewals; trains users and reports service needs, risks and progress to County Administration.

ADDITIONAL DUTIES

- Assists with technology planning for new or renovated County facilities, meetings and emergency operations; coordinates assigned staff and contracted services; performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

Any combination of education and experience equivalent to a bachelor's degree in information technology, computer science, information systems or a related field and five years of progressively responsible experience in technical support, systems or network administration, or closely related work. Experience leading technology projects, coordinating vendors or supervising staff is preferred. Local government experience is desirable. Experience with IBM AS/400, IBM i or related financial applications is a plus. Knowledge of computer-aided dispatch (CAD), records management systems (RMS), and technology used by sheriff's offices, police departments or emergency communications is preferred, not required.

Certifications/Licenses

- Relevant Microsoft, CompTIA, networking, cybersecurity or project management certifications are preferred but not required.
- Must complete County-required security awareness, privacy and system-specific training and maintain skills relevant to assigned technologies.
- Must meet applicable access, screening and training requirements before accessing restricted public safety systems or criminal justice information; obtain related credentials when required for assigned duties.
- Must possess a driver's license valid in the Commonwealth of Virginia and an acceptable driving record when driving on County business.

OTHER JOB REQUIREMENTS:

Supervision:

Coordinates technology vendors and contractors. Supervises and evaluates employees only as positions are authorized and assigned. Provides technical guidance to department users and remains responsible for direct technical support as needed.

Independence and Decision-Making:

Exercises independent judgment in diagnosing problems, prioritizing service requests and administering approved systems. Works within County policies, budgets and assigned access authority. Refers major purchases, policy changes and significant service risks for approval. Coordinates support for constitutional offices and public safety systems through authorized officials and established agreements.

Communication Skills:

Frequent: Interacts with County departments, constitutional officers, employees, vendors, website providers and public safety personnel. Explains technical issues in plain language, provides training, communicates outages and project updates, and resolves service concerns professionally.

Technical Skills:

Skilled: Requires knowledge of desktop and mobile device support, Windows environments, Microsoft 365 or comparable productivity systems, networking, account administration, cybersecurity, backup and recovery, and vendor coordination. Must maintain asset and license records, plan equipment replacement, manage projects, protect confidential data and coordinate website updates. Ability to learn County financial and public safety systems is required.

Reading

Advanced: Ability to read and interpret technical documentation, system logs, vendor proposals, service agreements, license terms, security guidance and County policies.

Writing

Advanced: Ability to prepare technical procedures, user instructions, specifications, equipment replacement plans, budget recommendations, incident records and clear correspondence.

Math

Intermediate: Ability to estimate technology costs, compare purchase and subscription options, monitor budgets, reconcile equipment inventories and analyze service and replacement data.

PHYSICAL REQUIREMENTS

• Requires extended computer use and review of detailed information, with periodic standing and walking between offices and equipment locations.

• Requires bending, reaching, keyboarding and handling computer equipment, cables and supplies; moves or installs equipment using assistance or equipment as appropriate.

• Requires the ability to exchange information accurately with employees, officials, vendors and other technology users.

• Requires the ability to identify and respond to system alerts, service requests and information needed to diagnose technical problems.

• Essential functions may be performed with reasonable accommodation, including appropriate methods for communication, system administration and equipment handling.

OTHER REQUIREMENTS

• Responsible for appropriate use and protection of County equipment, systems, credentials, confidential information and work time.

• Must successfully complete job-related background screening and additional screening required for authorized access to sensitive or public safety systems.

• Must be available for scheduled maintenance and occasional after-hours, weekend or emergency response to critical technology disruptions, as assigned.

• Must manage competing priorities, interruptions and urgent service requests while maintaining sound judgment, confidentiality and professional service.

• Must follow County purchasing, security, records-retention and acceptable-use requirements; promptly report suspected security incidents and unauthorized access.

WORK ENVIRONMENT

• Work is primarily performed in offices at the County complex, with travel to other County departments, equipment locations and approved training sites as assigned.

• Assignments may involve server or equipment rooms, cabling areas and locations with equipment noise, limited space or temperature variations.

• Work involves frequent computer use, interaction with technology users and vendors, and time-sensitive response to outages or service interruptions.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the County and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

_____ _____

Employee Signature Date

Item 8C

PARKS AND RECREATION MANAGER

FLSA Status:	Exempt - Administration	**Created/Revised Date:**	10/28/2026
Class Code:	To be assigned	**Pay Grade:**	To be assigned
Reports to:	County Administrator or designee	**Department:**	Parks and Recreation

BRIEF DESCRIPTION

Performs professional and administrative work developing, organizing, implementing and evaluating County recreation programs, activities and community events. Initial responsibilities emphasize direct program delivery, community partnerships and use of approved shared or community locations while the County develops its recreation services. Work is performed under the general supervision of the County Administrator or designee. Park and recreation facility responsibilities will expand as assets are established and assigned by the County.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations will be considered to enable individuals with disabilities to perform the essential functions. The essential functions of the job are not limited to those listed in the job description. The County retains the discretion to add to or change the duties of the position at any time.

- **Regular and predictable attendance.**
- Assesses resident interests and service gaps through surveys, community input and participation data; recommends program priorities for youth, teens, adults, seniors and families.
- Develops and manages an annual recreation program plan and calendar within approved funding, staffing and available program locations.
- Plans, promotes, implements and evaluates approved activities, which may include sports, fitness, arts, enrichment classes, seasonal activities, camps, senior activities and community events.
- Provides direct program leadership and on-site coordination, including registration, scheduling, participant communication, equipment preparation, setup and cleanup.
- Builds partnerships with Sussex County Public Schools, towns, libraries, Cooperative Extension, civic groups, nonprofit organizations and neighboring localities to expand recreation opportunities.
- Identifies suitable program sites; coordinates proposed shared-use arrangements, schedules and responsibilities; submits agreements for County review and approval before implementation.
- Develops and implements approved procedures for registration, fees, cancellations, refunds, participant conduct, supervision, emergency response and incident reporting.
- Coordinates program safety, site readiness, weather decisions and accommodation requests with appropriate County staff and partners; documents concerns and corrective actions.
- Prepares proposed budgets, cost estimates, fee recommendations and purchasing requests; monitors approved spending and revenues and coordinates financial records and payment processing with Finance.
- Researches grants, sponsorships and donations; prepares funding proposals for approval and administers awarded funds and reporting requirements within assigned authority.
- Recruits, schedules, trains and directs volunteers and instructors; coordinates required screening and conduct expectations; supervises assigned staff and monitors contracted services.
- Prepares approved publicity; responds to inquiries and concerns; maintains registration, attendance, inventory and incident records; evaluates costs, participation and feedback to improve services.
- Prepares reports and recommendations for County Administration and, as requested, the Board of Supervisors; proposes phased service expansion, staffing and future facility priorities with projected operating costs.

ADDITIONAL DUTIES

- As parks or recreation facilities are established and assigned, coordinates scheduling, use rules, inspections, maintenance requests and operational needs with Public Works and other responsible parties; performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

Any combination of education and experience equivalent to a bachelor's degree in parks and recreation, recreation administration, leisure services, public administration, education or a related field and three years of progressively responsible experience in recreation programming, community programs, special events or closely related work. Experience coordinating employees, instructors or volunteers is preferred. Local government experience, partnership development, grant administration and experience establishing or expanding programs are desirable.

Certifications/Licenses

- Certified Park and Recreation Professional designation is preferred but not required.
- Must possess current CPR, First Aid and AED certifications or obtain them within six months of employment and maintain them thereafter.
- Must complete County-required training and maintain knowledge of program safety, participant supervision and applicable recreation program requirements.
- Must possess a driver's license valid in the Commonwealth of Virginia and an acceptable driving record when driving on County business.

OTHER JOB REQUIREMENTS:

Supervision:

Directs assigned volunteers, instructors and program support personnel. Supervises and evaluates employees only as positions are authorized and assigned. Provides direct program coordination and delivery as needed.

Independence and Decision-Making:

Exercises independent judgment in daily program administration within approved policies and budgets. Recommends program priorities, fees, partnerships and service expansion. Submits agreements, funding commitments, policy changes and major purchases for appropriate County approval. Coordinates future park or facility responsibilities only as assets are established and assigned.

Communication Skills:

Frequent: Communicates with residents, participants, families, schools, towns, civic organizations, instructors, volunteers, County staff and public officials. Explains program requirements, addresses concerns tactfully, develops partnerships and presents recommendations and reports clearly.

Technical Skills:

Skilled: Requires knowledge of community recreation programming, event coordination, participant safety, budgeting, purchasing, recordkeeping, program evaluation and volunteer supervision. Uses Microsoft Office and registration or scheduling systems. Must organize programs with limited resources, assess rural community needs and develop affordable activities for varied ages, interests and abilities.

Reading

Intermediate: Ability to read and interpret policies, program guidelines, agreements, grant requirements, schedules, budgets and safety procedures.

Writing

Advanced: Ability to prepare program plans, reports, promotional materials, grant proposals, procedures, correspondence and recommendations.

Math

Intermediate: Ability to prepare program cost estimates, calculate fees, monitor budgets and revenues, verify receipts and analyze participation and cost information.

PHYSICAL REQUIREMENTS

- Requires computer use and review of program records, with periods of standing and walking during programs and events.
- Requires reaching, bending and handling program supplies; assists with equipment setup and cleanup using assistance or equipment as appropriate.
- Requires the ability to exchange information accurately with participants, families, coworkers, volunteers and community partners.
- Requires the ability to receive and respond to information needed to coordinate activities, identify hazards and address participant concerns.
- Essential functions may be performed with reasonable accommodation, including appropriate methods for communication, document review and program coordination.

OTHER REQUIREMENTS

- Responsible for appropriate use of County equipment, supplies, funds, participant information and work time.
- Must successfully complete job-related background screening and other pre-employment requirements established by the County.
- Must work a flexible schedule, including evenings, weekends and occasional holidays, according to program and event needs.
- Must manage competing priorities, interruptions and public concerns while maintaining professional service and sound judgment.
- Must follow County policies, purchasing controls, participant safety requirements, information-security practices and records-retention procedures.

WORK ENVIRONMENT

- Work is performed in an office and at approved indoor and outdoor program sites; the position initially emphasizes programs and shared locations while County recreation services develop.
- Outdoor assignments may involve heat, cold, uneven terrain, changing weather and the noise and activity associated with recreation events.
- Travel among program sites, partner locations, County offices and training locations is required as assigned.

ACKNOWLEDGEMENT

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. It does not exclude other duties not mentioned that are of similar kind or level of difficulty. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. This description is subject to modification as the needs of the County and requirements of the position change.

SIGNATURE

I have reviewed this description and understand the requirements and responsibilities of the position.

_____ _____

Employee Signature Date