

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT**

POST DATES: 10/27/2016 until filled

EEOC CODE:

CLASS CODE:

CLASSIFICATION TITLE: Director of Parks and Beautification

JOB CLASS (GRADE): MB33

SALARY: \$82,014.40

WORK WEEK: Monday - Friday

WORK HOURS: 8:30 AM – 5:30 PM

DEPARTMENT: Parks & Beautification

REPORTS TO: Assistant County Manager

REPLACEMENT

NEW REQUIREMENT

SUMMARY:

The Director of Parks and Beautification is responsible for planning, administering, and supervising the Macon-Bibb County Parks and Beautification Department.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Directs maintenance of all cemeteries.
2. Supervises and directs maintenance of street sweeping.
3. Directs planning and scheduling of special events.
4. Directs maintenance of community gardens.
5. Directs the planning, design, construction, scheduling of usage, and maintenance of all Macon-Bibb County parks and relevant facilities.
6. Supervises and directs the maintenance of all county rights-of-way.
7. Works with staff to determine facility and program goals, evaluates facility needs and program adequacy, and establishes appropriate levels of maintenance.
8. Coordinates all park activities, including special events, with other departments, agencies, and committees.

9. Prepares the departmental budget with assistance of subordinates and supervises accounting and financial procedures.
10. Evaluates the effectiveness of employees, programs, and activities.
11. Enforces all required Local, State, and Federal guidelines.
12. Initiates surveys and studies of park needs and interprets them to the governing authority and to the public.
13. Prepares presentations for community groups, organizations, and associations.
14. Ensures that a strong OSHA and Safety Program are implemented within the Department.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Director of Parks and Beautification must be knowledgeable of the following principles, procedures, and concepts:

1. Knowledge of the objectives, principles, and philosophy of Parks and Beautification.
2. Knowledge of the activities required for park and right-of-way maintenance and beautification.
3. Knowledge of all relevant federal, state, and Macon-Bibb County policies and procedures related to safety, equipment, personnel, and other deemed relevant.
4. Knowledge of personal computers and basic office programs.
5. Ability to plan, direct, organize, budget, and administer efficiently the areas, equipment and facilities comprising the parks system.
6. Ability to direct and supervise staff.
7. Ability to communicate effectively in writing and orally.
8. Ability to maintain effective working relationships with fellow employees and with members of the general public.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Director of Parks and Beautification should possess, at a minimum, a Bachelor's Degree in Landscape Architecture, Recreation and Parks Administration, Public Administration or allied field, and five (5) years of successful experience in an executive level position; or any equivalent combination of education and experiences which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

Must possess a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

The Director of Parks and Beautification has direct supervision over the Parks and Beautification staff.

TRAVEL:

The Director of Parks and Beautification is required to travel to numerous locations throughout Macon-Bibb County including regular visits to all park locations.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, other department heads, public officials, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in written form in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees, the general public, and public officials, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance. Ability to use judgment to make programmatic and personnel decisions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light-to-medium demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area, although the incumbent is occasionally required to work outdoors and is exposed to inclement weather conditions.

If you feel you qualify for the above position, please obtain an application at our website, www.maconbib.us or at our office located at 682 Cherry Street, Suite 400, Macon, Georgia 31201. Please return with a resume, proof of educational history and letters of recommendation. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

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