

NOTICE OF VACANCY

The City of Pinson announces a vacancy in the position of Parks and Recreation Director. Applicants should submit a letter of interest, resume, and any other appropriate documents to Mayor Hoyt Sanders at 4410 Main Street, Pinson, AL 35126 by June 29, 2019. The information is as follows:

Job Title: Parks and Recreation Director

Classification: Full-time, At-will employee

JOB SUMMARY

The Park Director shall supervise athletics and activities and manage the following City-owned properties: Bicentennial Park, Pinson Youth Sports Complex, and Bradford Soccer Park and assist with other property in which the city may have an owned or leased interest, such as the Pinson Elementary Softball Field, and as the Mayor may later assign.

Such duties may include, but are not limited to:

- Performing minor maintenance of facilities, scheduling rooms/event spaces
- Collecting monies due and forwarding to City Treasurer
- Managing concessions vendors
- Preparing spaces for functions and parties
- Maintaining proper cleaning and sanitation supplies
- Supervision and testing of any recreational water systems
- Collecting trash or debris into dumpsters
- Cleaning, preparing, and managing athletic fields, including ordering supplies (in coordination with the Mayor), preparing fields for play such as striping and infield, managing intramural sports activities/time,

- Supervision of temporary, part-time and/or supplemental workers, as the City Council may approve and the Mayor may schedule said staff.
- Meet with Park and Recreation Advisory Board, maintain minutes of meetings, and report communications to City Council.

Night and Weekend hours are required. Director will coordinate candidates for background checks on ALL VOLUNTEERS and refer candidates to the city's designee in a timely and orderly manner for appointment. Director will conduct market practices and concepts to develop goals and objectives for park and recreating programs.

The director will also assist with special events that the city may sponsor or in which the city may participate such as Movies in May, CityFest, Butterbean Festival, and school events.

Director should have the ability to follow and actively pursue grant opportunities and apply/forward to Mayor and Council for consideration, attend Council and/or committee meetings as required and be prepared to supply council reports needed or requested, follow budget expenditures, and any related duty to the above or any duty that the Mayor may assign at a later time. Director should be available to attend educational opportunities as approved by the council at the expense of the city.

Educational/Experience requirements: Associates or Bachelor's degree preferred in Park & Recreation, Physical Education, Park Management or related field. Minimum 10 years experience in park & athletic management required. Possession of or ability to obtain

pool/aquatic credentials for operation of splash pad. A combination of education and experience may be used to meet these requirements. Candidate must pass background check suitable for work around children and youth and must have approved driving record to qualify to operate city vehicles and equipment. Candidate must also be bondable.

The Park Director shall be an at-will employee of the City of Pinson. Said employment may be terminated at any time at the will of the City, and the City need not prove that any reason exists for the decision to terminate.

Note: This job description reflects the general duties and responsibilities of this position and is not interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

CITY OF PINSON
PARK DIRECTOR COMPENSATION

The Base Salary shall be \$40,000 to \$60,000 based upon education and experience.

Employee is eligible for Retirement System of Alabama pension plan and Local Government Health Insurance as provided by applicable city ordinance/resolution.

Employee shall have paid time off as provided by applicable city ordinance/resolution.

The Position shall have no additional benefits provided, such as disability insurance, personal use of a city automobile, unless approved by the City Council.

Questions may be addressed to Mayor Hoyt Sanders at hsanders@thecityofpinson.com.