



# City of Gautier

Office of Human Resources

3330 Highway 90

P.O. Box 670

Gautier, MS 39553

(P) 228.497.8000 ext. 308 / (F) 228.497.8028

Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)

Website: [www.gautier-ms.gov](http://www.gautier-ms.gov)



## EMPLOYMENT APPLICATION PROCESS

### Cultural Services Director

The City of Gautier's goal is to retain highly talented and engaged individuals in support of our vision to uplift and promote our priceless gem as the city of choice for new businesses and residents along the Mississippi Gulf Coast.

All persons interested in employment with the City of Gautier must have a current application on file with the Office of Human Resources and shall remain on file for one (1) year. It is your responsibility to keep your application up to date with your most recent address, phone number, or employment information.

#### Instructions:

- Please type or legibly print your application in blue or black ink only.
- List the position to which you are applying for.
- Complete and sign all sections on your application.
- Employment applications and specified documents must be returned to the Office of Human Resources between 8:00 a.m. and 5:00 p.m., Monday through Friday:

*City of Gautier  
Attn: Office of Human Resources  
3330 Hwy 90  
Gautier, MS 39553  
Phone: (228) 497-8000 ext. 308  
Fax: (228) 497-8028  
Email: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov)*

Applicants **MUST** meet the following Qualifications:

- Applications received after the closing date will not be considered.
- All applicants must provide proof of a high school diploma or GED equivalent.
- Be eligible to work in the United States.
- An elector of the county in which he/she resides, if registered outside of State of Mississippi; proof of registration is required.
- Valid Driver's License (driver's license number must be listed on application)

All Managerial/Supervisory applicants **MUST**:

- Be deemed eligible according to the educational background stated in the job description enclosed; and
- Provide our office with proof of a credible track record of qualifications, certifications, educational background, etc. so that our records may reflect your qualifications accurately.

**Deadline for applications: November 7, 2014 at 5:00 PM.**

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

**Post Date:** October 9, 2014

**Removal Date:** November 7, 2014

# CITY OF GAUTIER VACANCY ANNOUNCEMENT

**POSITION:** Cultural Services Director

**DEPARTMENT:** Economic Development/Planning Department

**HOURS:** 40 Hours per Week

**SALARY:** Grade 19 (\$48,659.52 - \$78,207.56)

**DUTIES:** This is professional and supervisory work in the Cultural Services Division of Economic Development/Planning Department.

An employee of this class is responsible for planning and coordinating special events, special interest programs, and activities sponsored by the City in accordance with all applicable laws and City policies and procedures. Work includes responsibility for planning, developing, and overseeing the maintenance of all recreation facilities; and for developing and promulgating and/or recommending policies, rules and regulations for the department. Work is performed under the general supervision of the Director of Economic Development/Planning and is reviewed through conferences, accomplishment of desired results, reports, and by observation of recreation programs.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; and have a valid driver's license.

**MINIMUM EDUCATION AND EXPERIENCE:** Bachelor's degree in Recreation or any related field with three (3) years of progressively responsible experience in the recreation field; or a High School diploma or GED equivalent with five (5) years of progressively responsible experience in the recreation field; and must have First Aid and CPR Certification within six (6) months.

**REQUIRED DOCUMENTS:** Applicant must provide proof of volunteerism or community partnership in a related field or provide a valid copy of his/her transcript to verify coursework and proof of at least a high school diploma or GED. If applicant is an elector of a county outside of the State of Mississippi; proof of voter registration is required.

*(Job description with minimum requirements attached.)*

**INTERNAL APPLICANTS:** Please contact Jason D. Pugh, HR Director at (228) 497-8000 ext. 307 or email to: [hr@gautier-ms.gov](mailto:hr@gautier-ms.gov).

**EXTERNAL APPLICANTS:** Apply at Gautier City Hall, 3330 Highway 90, Gautier, MS 39553 or visit us online at [www.gautier-ms.gov](http://www.gautier-ms.gov) for instructions on how to apply.

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

## CULTURAL SERVICES DIRECTOR

<b>Department:</b>	Economic Development / Planning Department	<b>Pay Grade:</b>	19 (Schedule 2080)
<b>Reports To:</b>	Director of Economic Development / Planning	<b>Exempt (Y/N):</b>	Y
<b>Competitive (Y/N):</b>	N		

### **SUMMARY:**

This is professional and supervisory work in the Cultural Services Division of Economic Development/Planning Department.

An employee of this class is responsible for planning and coordinating special events, special interest programs, and activities sponsored by the City in accordance with all applicable laws and City policies and procedures. Work includes responsibility for planning, developing, and overseeing the maintenance of all recreation facilities; and for developing and promulgating and/or recommending policies, rules and regulations for the department. Work is performed under the general supervision of the Director of Economic Development/Planning and is reviewed through conferences, accomplishment of desired results, reports, and by observation of recreation programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Plans, organizes, and directs the activity of the Cultural Services Division; staffs, and directs all recreation activities; makes recommendations to the Director of Economic Development/Planning Department on annual budget estimates and requests; and prepares regular reports of division activities.
- Develops, plans, and implements special events such as holiday programs, social and cultural events for people of all ages and abilities.
- Prepares and distributes promotional literature and press releases; coordinates media coverage of special programs.
- Monitors the City's contract with the Boys and Girls Clubs and coordinates the use of school system facilities for recreation programs.
- Finds sponsors for special events by soliciting area businesses and organizations.
- Plans the improvement of existing and the development of new facilities and equipment; recommends areas for acquisition to the parks and recreation program; plans layouts of undeveloped recreation areas.
- Attends Council meetings, and recreation advisory board meetings; meets with individuals, civic and community groups, and other organizations to speak on matters pertaining to City recreation program; cooperates with such groups in planning recreation facilities and programs.
- Attends conventions, seminars, and other association meetings to keep abreast of recent developments in parks and recreation management.
- Performs special projects and other duties as assigned by the Planning and Economic Development Director.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:**

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Thorough knowledge of the objectives and ideas of public recreation, including considerable understanding of the diverse activities which constitute a community parks and recreation program.
- Thorough knowledge of the facilities and equipment needed in a broad recreation program, and of the proper physical planning and arrangement of park areas.
- Considerable knowledge of public administration, including budget preparation and control, state purchasing procedures; and of administrative techniques related to purchasing, budget preparation, personnel administration and accounting.
- Thorough knowledge of current literature, sources of information, and developments in recreation program administration.
- Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.
- Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups, individuals, and in reports.

- Ability to initiate and organize policies and procedures pertaining to park and recreation programs and to supervise the work of subordinate personnel.
- Ability to plan, direct, and coordinate the work of volunteers, and to establish and maintain effective working relations as necessitated by work assignments.
- Ability to understand the park and recreation needs of the community and to coordinate activities to fulfill these needs.
- Must be proficient in Microsoft Outlook, Word, Excel and Publisher.
- Ability to prepare, analyze, and administer budgets, prepare reports, and keep records.
- Must maintain a valid Mississippi driver's license.

**SUPERVISORY RESPONSIBILITIES:**

Directly manages the Cultural Services Division.

**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.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, warm, cold and extreme heat. The employee is occasionally exposed to high, precarious places; risk of electric shock and vibration. The noise level in work environment is usually loud.

**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.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, heel, crouch, or crawl; and talk or hear. The employee frequently is required to walk and taste or smell. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds frequently and move up to 50 pounds, and occasionally lift and/or move up to 100 pounds, Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral. Vision: depth perception and ability to adjust focus.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

Bachelor's degree in Recreation or any related field with three (3) years of progressively responsible experience in the recreation field; or a High School diploma or GED equivalent with five (5) years of progressively responsible experience in the recreation field; and must have First Aid and CPR Certification within six (6) months.

**REQUIRED LICENSES AND CERTIFICATES:**

- Must have First Aid / CPR certification within six (6) months.
- Must maintain a valid Mississippi driver's license.

**CIVIL SERVICE MINIMUM QUALIFICATIONS:** (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

**Post Date:** Oct. 9, 2014  
**Removal Date:** Nov. 7, 2014

## Screening Schedule

### Cultural Services Director

Advertise ..... October 9 – November 7, 2014

Post ..... October 9, 2014

Cut-Off Date ..... November 7, 2014  
**(Application packet is to be submitted to the Office of Human Resources by 5:00 pm)**

Eligibility List Compiled ..... November 10, 2014  
**Applicant to Call (228) 497-8000 ext. 308 2:00 p.m. – 4:00 p.m. for Eligibility Determination**

Civil Service Receives Eligibility Listing .....November 13, 2014

Interviews ..... To be scheduled at a later date

# CITY OF GAUTIER

3330 Hwy 90\* GAUTIER, MISSISSIPPI \* 39553-5124 \* TEL: 228-497-8000 \* FAX: 228-497-8028

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.*

**PLEASE PRINT OR TYPE \* PROVIDE ALL INFORMATION REQUESTED**

<b>Position Applied For (list only ONE per application)</b>	<b>Date of Application</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Middle Name</b>
<b>HOME ADDRESS:</b> (STREET, CITY, STATE, ZIPCODE)		
<b>Daytime Phone #:</b> _____		<b>Evening Phone #:</b> _____
<b>Email (if checked daily):</b>		
<b>Have you ever been employed with us before?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>DATES:</b>		
<b>Are you eligible to work in the United States?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		
<b>Are you registered to vote in the county in which you reside?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		
<b>Do you have a valid driver's license?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES <b>License #:</b>		<b>State:</b>
<b>Commercial –Class:</b>		
<b>Are you employed now?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		<b>Date available for work:</b>
<b>Have you been convicted of a felony within the last seven (7) years?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>		
<i>If Yes, please explain.</i>		
<b>Have you ever had any job-related training in the United States military?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		
<b>If Yes, please describe.</b>		
<b>Do you have any relatives currently employed with the City of Gautier?</b> <input type="checkbox"/> NO <input type="checkbox"/> YES		
<b>If yes, please give name(s) and relationship(s).</b>		

**EDUCATION** *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

**Describe any specialized training, apprenticeship, extracurricular activities and honors received**

**EMPLOYMENT EXPERIENCE** *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

**REFERENCES (Do not include relatives)**

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Received  
Screening Schedule \_\_\_\_\_

Application Received \_\_\_\_\_ Date/Time \_\_\_\_\_



City of Gautier

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228.497.8000 ext. 308/ (Fax) 228.497.8028
Email: hr@gautier-ms.gov



VERIFICATION OF PREVIOUS RECREATION/CULTURAL SERVICES
WORK EXPERIENCE

Note to Applicant: Complete this section and submit to your previous employer for verification of your work experience.

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_
TO: \_\_\_\_\_ FROM: \_\_\_\_\_ (Applicant Name)
COMPANY: \_\_\_\_\_ PREVIOUS NAME: \_\_\_\_\_ (If applicable)
ADDRESS: \_\_\_\_\_

I have been requested to furnish verification of my service while in your employment. Please complete the section below and mail directly to the City of Gautier.

Applicant Signature Social Security Number Date(s) of employment

Note to Previous Employer: Please complete the information requested below and mail directly or fax to:

City of Gautier
Office of Human Resources
3330 Highway 90
Gautier, MS 39553
Fax: (228) 497-8028

Date of Employment: \_\_\_\_\_ Last Date of Employment: \_\_\_\_\_

Please list below all positions held by the applicant while in your employment. If more space is needed please attach additional documentation.

Table with 5 columns: Employee's Position/Title, Briefly describe duties of position, Date employee began position, Date employee ended position, Indicate if Full-Time or Part-Time Status

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_