



Post Date: July 16, 2014
Removal Date: August 18, 2014

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Cultural Services Manager
DEPARTMENT: Economic Development/Planning Department
HOURS: 40 Hours per Week
SALARY: Grade 14 (\$34,725.60 - \$58,044.46)

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 Venice A. Barnett, HR Generalist at (228) 497-8000 ext. 308 or email to: 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 for instructions on how to apply.

XC: City Clerk Department
Civil Service Commission (3)
Economic Development Department
Finance Department
Fire Department (3)
Human Resources Department
WLOX.com
Police Department (3)
Clearwater Solutions, LLC (2)
www.gautier-ms.gov



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 MANAGER

Department:	Economic Development / Planning Department	Pay Grade:	14 (Schedule 2080)
Reports To:	Director of Economic Development / Planning	Exempt (Y/N):	Y
Competitive (Y/N):	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.

Screening Schedule

Cultural Services Manager

Advertise July 16, 2014 – Aug. 18, 2014

Post July 16, 2014

Cut-Off Date August 18, 2014
(Application packet is to be submitted to the Office of Human Resources by 12:00 Noon)

Eligibility List Compiled August 25, 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 Sept. 11, 2014

Interviews To be scheduled at a later date