

Wilcox County Board of Commissioners

“Recreation Director”

Wilcox County Board of Commissioners is seeking applications for the position “RECREATION DIRECTOR”. Interested parties should mail their resume along with a completed job application which can be found on the county website under job announcements. www.wilcoxcountygeorgia.com. Additional details of the job description and responsibilities can be viewed on the county website under job announcements.

You may mail your application and resume to the address at the Commissioner’s Office 103 North Broad Street, Abbeville GA. 31001. You may also email your application and resume to Michael Pomirko at mpomirko@wilcoxcountygeorgia.com Applications and Resume will be accepted until the close of business on Friday, December 2, 2022 eastern standard time,.

Wilcox County is an Equal Opportunity Employer and a Drug Free Workplace.

Board of County Commissioners

Wilcox County, Georgia

103 North Broad Street
Abbeville, Georgia 31001
(229)467-2737
Fax: (229)467-2000

(RECREATION DIRECTOR)

Essential Functions

- Directs the administration of all Recreation Department programs, operations, and facilities to include, but not limited to, the planning and implementation of a comprehensive program of recreation services and the planning, design, financing, construction and maintenance of all recreation facilities.
- Directs the development of short-and long-range plans for the department, including coordination of formulation and implementation of a comprehensive recreation plan for the Wilcox County.
- Promotes departmental programs, official plans, policies and procedures. Interacts with community groups, the general public and the media; ensures adequate marketing of all recreation services offered to citizens and responds to public inquiries.
- Develops departmental policies and procedures; implements policies and procedures approved by the Wilcox County Board of Commissioners. Researches and requests programs available from other agencies. Implements programs to respond to community needs.
- Hires, trains, evaluates and counsels department staff to include personnel handling events coordination and staff supervising community groups and volunteers with the recreation programs. Provides recommendations as to promoting, demoting, transferring, disciplining or terminating department employees.
- Determines work procedures, prepares schedules, performs and expedites workflow. Issues written and oral instruction. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures. Maintains harmony among workers and resolves grievances.
- Prepares the annual departmental budget including documentation of budget requests; monitors expenditures under the existing budget.
- Performs statistical analysis and prepares reports. Prepares a variety of studies, surveys, and related information for decision making purposes.

- Solicits for bids as necessary and prepares documentation (including contracts) with communication from the County Attorney and County Manager.
- Maintain facilities such as cutting grass, painting lines, landscaping recreational facilities, and other related jobs that fall into this category.
- Appears and presents information before Board of Commissioners, Recreation Advisory Board, Community groups, and other government agencies.
- Coordinates department events with other departments and agencies.

Education and Experience:

- Have a High School education or GED.
- One (1) to two (2) years of experience in the recreation field or has a proven track record of building and maintaining a highly successful Recreation Department, or
- An equivalent combination of education and experience that yields the necessary knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department.
- Knowledge of the principles and practices of public and recreation administration. Knowledge of the theories and techniques of recreation service delivery for a variety of populations. Knowledge of relevant laws, departmental and safety guidelines, and county policies and procedures.
- Ability to compile comprehensive reports. Ability to communicate effectively, orally and in writing, with employees, the media, community groups, other governmental agency representatives, County officials and the general public. Ability to supervise department employees and volunteers.
- Knowledge of federal, state, and local laws, and safety regulations pertaining to recreation and park facilities. Knowledge of recreation maintenance and repair techniques. Knowledge of budgetary processes and procedures.
- Experience with grant writing.
- Knowledge of risk management best practices, insurance safety guidelines and developing safety plans and procedures.

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 works with moderate frequency in outside weather conditions. The employee works with moderate frequency near moving mechanical parts and in high, precarious places and is exposed to wet and/or humid conditions, fumes and airborne particles, and vibration on moderately frequent basis.

- The noise level in the work environment is frequently quiet to moderate but may be loud in the field during special events.

SPECIAL REQUIREMENTS

Valid State of Georgia Driver's License (or the ability to obtain one within thirty days).

Hiring Range: \$35,000.00 - \$50,000.00 annually, based on experience and qualifications.

All interested applicants must submit a completed application and resume. Both the application and the resume must be emailed to mpomirko@wilcoxcountygeorgia.com. Position opens until filled.

The Wilcox County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

E-Verify: In accordance with state and federal law, this employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.