**CITY OF ANDALUSIA**

****

The City of Andalusia Parks and Recreation is currently accepting applications for a full-time position of Superintendent of Parks and Recreations. This job involves supervising and managing the daily operations of the Parks and Recreation Department, which includes thirteen parks, three community centers, three cemeteries, a 20-acre lake, two aquatic centers and 600 acres of city right-of-way.

* Staff Management: Screens/Selection of employees; Supervision/Training; Scheduling work
* Facility/Program Management: Inspects/Establishes project priority lists; Develops/assigns mowing schedules; Ensures/Implements variety of community programs
* Budget: Reviews/Approves division expenditures; Purchasing; Invoices; Budget Requests
* Cemetery Management: Dailey operations of city cemeteries; long range development and expansion
* Aquatic Program Management: Establishes aquatic programs; Staffing of aquatic employees; Develops aquatic standards; Ensures safety program; Ensures administrative policies are adhered to
* Public Relations: Participates in media interviews to promote programs; Speaks before civic groups; Publicizes department events at council meetings

Potential candidates must have a 2 year college degree with an additional 10 years of public administration experience; however, a Bachelors’ degree in Recreation is preferred. Extensive experience in a progressively supervisory capacity is required. Must possess or have the ability to obtain a pool operator/aquatic operator certification.

The salary entry level pay for this position is $40,788.03. Final salary will be decided based on qualifications and experience.

Applications can be completed and forwarded to the Human Resource Department on the city’s website or completed onsite at City Hall located at 505 East Three Notch Street, Andalusia, AL 36420. The final date to submit applications is Friday, March 13, 2020 at 5:00 PM.

The City of Andalusia is an Equal Opportunity Employer and is E-Verify compliant.