

TAB 7

**CITY OF PALMETTO
POSITION ANNOUNCEMENT**

DATE: **October 5 2009**

TITLE: **Community Redevelopment Area Parks and
Facilities Coordinator**

REPORTS TO: **Deputy Director – Administration**

GRADE: **111**

SALARY: **\$34,897 – \$52,357**

Summary of Duties:

Under general supervision of the Deputy Director of Administration the successful candidate performs the following in the community redevelopment agency designated area:

- plans, schedules, coordinates, and supervises comprehensive recreation, natural, and artistic programs, events and activities
- develops coordinated exterior CRA identity through color palettes and amenities design in compliance with city planning regulations, ordinances and guidelines
- performs department book keeping, communication and material orders
- attends meetings and represents the department, CRA and the city as needed
- coordinates work for all facilities and buildings
- assists in developing, communicating and maintaining CRA Partnership related to CRA initiatives
- writes CRA related articles and other content for public publication in conjunction with the City of Palmetto Public Relations Officer

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Education and Experience:

Requires a **MINIMUM** of the following:

- An Associates of Science Degree (AS) from an accredited education institution in one of the following:
 - recreation management
 - interior or exterior design
- two years of experience in the following:
 - interior or exterior design
 - physical fitness instruction (nationally recognized certification preferred)
 - bookkeeping, scheduling and material ordering management

- Recreational planning and management
- Published printed writing (newspaper, journal or periodical)

A combination of experience and/or education may be considered in lieu of other requirements.

Skills:

Must have the ability to work a flexible schedule including evenings, weekends and holidays.

Must have the ability to communicate effectively both orally and in writing with all levels of staff and the public to explain City and CRA policies and procedures.

Experience with Microsoft Office products.

This position requires a high level of problem-solving skills and the ability to manage costs without jeopardizing quality. This position also requires a level of understanding customer service needs and City requirements.

Work requires professional judgment and leadership ability with considerable independence

GOOD CUSTOMER SERVICE TECHNIQUES;

Principles and techniques of directing group, social and recreational activities, principles and practices of managing recreational programs for community parks, community centers, and/or athletic facilities;

Recreation site management, including operations and maintenance;

Techniques of effective supervision; and financial record keeping practices as applied to recreation programs.

Closing Date: **Open Until Filled**

Interested applicants/employees should submit a City of Palmetto General employee application to the Human Resources Director

**516 8th Ave. W.
Palmetto, Fl. 34221**

The City of Palmetto is an Equal Opportunity Employer and a Drug Free work place.

Definitions:

Plans, schedules, coordinates and supervises:

Recreational: Activities that may be included but are not limited to Movies in the Park, Special functions (Parades, Celebrations, Historic and other Educational Activities (Carnegie Library, potential partnerships with Manatee County Public Library, Manatee County School District, Manatee School for the Arts) sponsored by the CRA and/or in benefit to persons living in the CRA district, programs that may be created in partnership with other agencies that promote the Palmetto Preserve, Palmetto Palms aka Martin Luther King Park or other Amenities inside the CRA area.

Natural: Proposed program that partners with other agencies such as the Manatee County Natural Resource Department to take advantage Palmetto Preserve and potential partnership with Lincoln Middle School on proposed Palmetto Palms (Martin Luther King) park in CRA. This activity would include scheduling, managing and possible performance of educational activity similar to those provided and in partnership with the Manatee County Natural Resources Department.

Artistic: Refers to proposed beautification initiative for Main corridors including movable murals to be presented to CRA Advisory Board and CRA Board. This item also includes work for budgeted 8th Avenue Beautiful Initiative.

Color Palette: Refers to a scheme of multiple color patterns to be used in conjunction with CRA Storefront Applications and in general applications.

Amenity Design: Refers to building amenities that include signage. This duty would be in conjunction with CRA Storefront applications and in general use.

Writes CRA articles: Refers to the activity of writing business spotlight articles for publication and articles informing the public of CRA activities including but not limited to Safe Neighborhoods, Storefront Grants, Residential and commercial programs, Educational Programs, Park Activities, and Movies in the Park.)

CRA initiatives: Projects such as Storefront Grants, Safe Neighborhoods, 8th Avenue Beautification, and other future approved projects.