

Grant County Fiscal Court

Job Description

Director of Parks and Recreation/Community Outreach Coordinator

Job Summary

The Director of Parks and Recreation/Community Outreach Coordinator is responsible for the administrative, supervisory, and technical work in directing the operations of the Grant County Parks and Recreation Department, as well as communicating and promoting events to the citizens of Grant County.

Essential Duties and Responsibilities

- Plan, direct, and manage activities to maintain and improve the facilities and grounds of the Parks Department.
- Plan, coordinate, and supervise the day to day operations of department staff.
- Maintain and approve employee records including timecards and payroll management.
- Create and oversee the Department's budget to ensure funds are spent efficiently.
- Plan, Promote, and Direct recreational/community outreach events such as Summer Camps and the Grant County Senior Bash.
- Oversee rentals of shelters, barns, and venues.
- Ensure Revenue is accounted for.
- Report to Grant County Fiscal Court on actions, concerns, and planned projects/events.
- Coordinate with County Department Heads and members of the community to plan, promote, and carry out various events at the Grant County Parks and other necessary venues.

Education & Experience

Applicants must have a High School Diploma or an equivalent. Significant Managerial Experience is also highly recommended.

Desired Skills and Competencies

1. **Communication:** The ideal candidate must be able to consistently communicate with the Grant County Fiscal Court, the Park's Staff, and various members of the community to ensure the parks and events are efficiently ran and executed.
2. **Leadership:** The ideal candidate will be required to not only lead the Park's staff and potential volunteers, but will be required to show leadership in communications with other government officials and members of the Community.

3. **Problem Solving:** The ideal candidate must be able to efficiently and respectfully solve various problems/complaints that arise in a timely manner. The Director must be able to make decisions which serve the best interest of the County and its citizens.
4. **Other knowledge and/or Skills:**
 - Ability to maintain effective working relationships with fellow department heads, county officials, other governmental agencies, employees, and the general public.
 - Ability to promote departmental actions through the delivery of public addresses, public appearances, and the promotion of Department Programs.

Applications can be found at grantcounty.ky.gov. Any further questions can be answered by calling the Office of the Grant County Judge Executive at (859) 393-6376.

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