

Read the Job Announcement Carefully.

Please ensure minimum requirements are met before submitting the application. Answer all questions completely and accurately on the employment application. Failure to complete the entire application may result in disqualification or rejection.

JOB TITLE: GREENSPACE/OPENSOURCE SUPERINTENDENT

DEPARTMENT: PARKS AND RECREATION/REYNOLDS NATURE PRESERVE

SALARY: \$48,343 ANNUALLY

DATE POSTED: 11/16/15

MUST MEET MINIMUM REQUIREMENTS: Bachelor's degree in parks and recreation, landscaping, engineering, design, environmental science, or a closely related field; supplemented by three (3) years previous experience and/or training that includes progressively responsible positions in a department offering a comprehensive program in a wide variety of parks and recreation facilities, and experience in working with people from different socio-economic backgrounds. Must possess and maintain a valid Georgia driver's license.

NATURE OF WORK: The purpose of this classification is the responsibility for maintaining, enhancing, and adding to the Clayton County Greenspace Program's portfolio of properties, as well as, overseeing the programming and maintenance associated with Reynolds Nature Preserve. All properties under the Greenspace Division are utilized to pursue a public appreciation of our natural environment through preservation and/or outreach.

SOME OF THE ESSENTIAL JOB DUTIES INCLUDE: Interact with local citizens, as well as, numerous Non-Governmental Organizations (NGOs), regional, state, and federal agencies. Work closely with other departments to maintain comprehensive planning documents, acquire properties, and to perform property maintenance and enhancements, setting the framework for interfacing with outside entities to realize the vision in the Comprehensive Trails Plan section of Parks and Recreation's Ten-Year Master Plan. Permits and performs project management when acquisitions result in land development activities. Performs general administrative tasks associated with the Greenspace Program; oversees administrative tasks for Reynolds Nature Preserve. Inform Nature Preserve Manager of departmental procedures and directives to ensure compliance with policies and procedures and to optimize public offerings to the nature preserve. Performs other related duties as required.

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally. Performance of essential functions may require exposure to adverse environmental conditions, such as smoke, dust, pollen, wetness, humidity, animals or wildlife.

SELECTION PROCEDURE: Selection will be made from a register of eligible applicants that may be established by education, work experience, test score, personal interview, credit check, criminal history, driving history (copy of driver's license may be required), drug screen, and/or physical examination.

TO APPLY: Applications may be submitted on-line at our County Website **until the position is filled.**

Clayton County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.