

**Mayor**

Richard E. Roquemore

City Clerk

Brooke Haney

City Administrator

Michael E. Parks

City Council

Robert Vogel

Taylor Sisk

Jamie Bradley

Joshua Rowan

Job Title: Parks Coordinator

Department: Parks and Leisure

Reports to: City Administrator

Position Number: PL 62000-02

Status: Non-Exempt

Position Summary:

The Parks Coordinator is responsible for the coordination of landscaping, maintenance, and development across all municipal parks and leisure facilities. This role primarily focuses on the upkeep of City parks and baseball fields. Additionally, the position involves assisting with special events and providing information and support to the public regarding park and leisure services. All duties are performed under the supervision of the City Administrator.

Major Duties and Responsibilities:

- Ensure high standards of maintenance and landscaping for the City's baseball fields and parks.
- Assist with special events within municipal parks, ensuring smooth coordination with associated leisure programs and facilities.
- Serve as a liaison, setting up and supporting activities for youth and adult organizations utilizing municipal parks and leisure amenities.

Knowledge, Skills, and Abilities:

- Demonstrated expertise in planning and executing consistent maintenance and landscaping of City Park facilities and baseball fields.
- Strong verbal and written communication skills, essential for assisting with and setting up events, including recurring events such as the Older Wiser Laughing Seniors (OWLS) monthly luncheons.
- Ability to establish and maintain positive, cooperative relationships with all levels of interaction, including a culturally diverse public.
- Commitment to providing high-quality service to both internal and external customers.
- Adherence to honesty and integrity in accordance with all city ethics and conflict of interest policies.

Minimum Qualifications:

- High School Diploma, state-issued GED, or equivalent.
- One (1) to two (2) years of recent experience in park maintenance.
- Proficiency in the use of outdoor field and park maintenance equipment.
- Ability to work outdoors year-round.
- Uphold the highest safety standards.
- Valid Georgia Driver's License, maintained throughout employment.

The City of Auburn is an Equal Opportunity Employer, a Drug-Free Workplace, and a Georgia Certified Work Ready City.