

POSITION DESCRIPTION

Class Title:	Assistant Director of Keep Slidell Beautiful	Effective Date:	March 13, 2019
		Pay Grade:	16
Department:	Recreation	FLSA Status:	E

GENERAL PURPOSE

Manages the daily organizational operations of Keep Slidell Beautiful program. Facilitates and enables the Board of Directors and Keep Slidell Beautiful to engage individuals to form partnerships for improving the environment through litter prevention, beautification and community improvement and waste reduction.

SUPERVISION RECEIVED

Receives necessary supervision from Department Director and Board of Directors.

SUPERVISION EXERCISED

Supervises Volunteers

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages the daily operation of Keep Slidell Beautiful and coordinates activities with the Chairperson/Executive Board;
2. Manages the development of landscape architecture to analyze, plan, design, manage, and nurture the built and natural environments in support of designing parks, campuses, streetscapes, trails, plazas, and other projects that help define a community.
3. Prepares action plans, fact sheets, and other data required for program planning by Keep Slidell Beautiful;
4. Prepares agendas with Chairperson and Secretary for board meetings and assists Board members in plan development and partnership agreements;
5. Submit reports to Keep America Beautiful and Keep Louisiana Beautiful as required;
6. Ensures completion of annual litter index and annual cost/benefit analysis;
7. Assists committees in developing and implementing action plans;
8. Coordinates city cleanups, community service hours, and schedules supervision and personnel for planned activities;
9. Serves as primary contact for information on all Keep Slidell Beautiful activities;
10. Maintains current media contact list and assists City's Public Information Officer in preparing press releases;

11. Prepares budget in coordination with the City Finance Director and Board of Directors;
12. Meets with community groups to enlist support and participation in Keep Slidell Beautiful programs;
13. Develop and maintain a library of resource materials for Keep Slidell Beautiful volunteers to use in program planning; and
14. Any related duties as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High School Diploma or GED equivalent;
2. Bachelor's Degree in Landscape Architecture, Horticulture or related 4-year degree preferred, or an associate degree with equivalent demonstrated work experience (4 years = 1 year education) in one or more of the following areas; landscape development, historic preservation, nonprofit management, grant writing or small business development.
3. Seven to ten years working experience in the related field is required.

Necessary knowledge, skills and abilities:

1. Skill in operation of listed tools and equipment;
2. Ability to understand and follow oral or written instructions; Ability to communicate effectively verbally and in writing;
3. Ability to observe proper safety precautions;
4. Ability to establish effective working relationships with other employees, supervisors and the public;
5. Ability to perform heavy manual tasks under varying weather conditions; Ability to speak in public situations;
6. Ability to facilitate cooperation between multiple interest groups; and
7. Support the exploration and application for grants, donations, and fundraising events.

TOOLS AND EQUIPMENT USED

Included but not limited to motor vehicles, telephone, cell phone, computer, camera, office and video equipment.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The following physical demands are required of the employee; (included but not limited to) driving, standing, sitting, walking, climbing, balancing, lifting, carrying, pushing, pulling, reaching, handling, grasping, kneeling, crouching, crawling, bending, twisting, talking, and hearing.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

NON-PHYSICAL DEMANDS

Included but not limited to be time pressures, noisy/distracting environment, performing multiple tasks simultaneously, frequent change of tasks, emergency situations, tedious exacting work, working closely with others, and irregular scheduling.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may come into contact with dirt and dust, extreme temperatures, noise and vibrations, fumes and odors, wetness and humidity.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Marianne White
Civil Service Director

Approval: Michael Noto
Department Director