

# NOW HIRING

The City of McKenzie is looking to fill the position of Director of Parks and Recreation.

We are looking for someone who can direct, manage, supervise and coordinate activities and operations of the Parks and Recreation Department, including community and recreation programs, special events while coordinating activities with other divisions or departments within the city and with outside agencies as well. Extensive public contact with local officials and the general public. Must possess a valid Tennessee driver's license.

## **Duties:**

Experience in Parks and Recreation and facility management a plus. Must be able to deal in customer service, conflict resolution, public relations and marketing. Be able to communicate clearly and concisely, both orally and in writing. May be required to work extended hours including evenings and weekends, and may be required to travel outside City boundaries to attend meetings.

## **Working Environment:**

Primary functions require sufficient physical ability and mobility to work in an office and parks facility setting; to stand or sit for prolonged periods or time; the employee must be frequently required to use hands to handle, feel or operate objects, tools or controls; to reach with hands and arms; climb or balance, stop, kneel, crouch or crawl, walk, sit and talk or hear; the employee may occasionally lift and/or move equipment weighting up to 30-50 pounds; vision abilities include close vision, color vision and the ability to adjust focus.

## **Experience:**

Five years of increasingly responsible parks and recreation program experience including three years of administrative and supervisory responsibility (Experience in a public agency is highly desirable) or,

Any equivalent combination of education and experience which demonstrates the capability to perform the essential duties and responsibilities of the position.

## **How to Apply:**

Interested candidates must submit a cover letter, resume, at least five (5) job related references and a City of McKenzie job application by 5:00 p.m. Friday, August 6, 2021. Information may be emailed to HR Director, [jennifer.waldrup@cityofmckenzie.com](mailto:jennifer.waldrup@cityofmckenzie.com) or mailed to HR Director, 2470 Cedar Street, McKenzie, TN 38201 ATTN: Parks and Recreation Director Position, or brought to McKenzie City Hall, 2470 Cedar Street, McKenzie, TN. Any questions, please call 731-352-2292. Interview times and locations will be set after the application process closed on August 6, 2021.