Job Posting

Job Title: Recreation Manager - Raven Run Nature Sanctuary (Parks and Recreation)
Job ID: 3256
Location: Fayette County

Full/Part Time: Full-Time
Regular/Temporary: Regular

SALARY
Pay Grade 518
The minimum salary is $45,260.80 annually
This is an exempt position not eligible for overtime

SALARY

Special Certifications and Licenses:
*First Aid and CPR/AED Certification must be obtained within first six (6) months of employment and maintained as a condition of continued employment.
*Depending on area of assignment: Valid Driver's License, Wildlife Fire Certification and Pesticide Applicators License, and/or Food Manager Certification from the Kentucky Health Department may be required

FILING DEADLINE DATE
The deadline to apply is Friday, October 12, 2018

GENERAL DESCRIPTION
The purpose of this classification is to manage and oversee a large program area within the Division of Parks and Recreation; at the Raven Run Nature Sanctuary.

This classification works under close to general supervision according to set procedures, but determine how or when to complete tasks.

MINIMUM REQUIREMENTS
Associate's degree, vocational technical degree, or specialized training that is equivalent to satisfactory completion of two (2) years of college education in art, education, recreation, science, equestrian studies, or related field depending on area of assignment; and, a minimum of one (1) year of experience as a manager or supervisor in therapeutic-equestrian recreation; athletics; the arts; outdoor and/or adventure programming; or other area related to expected role in area of assignment; or, an equivalent combination of education, training, and experience

ESSENTIAL FUNCTIONS
*Develops, implements, manages, administers, supervises, and coordinates the activities and events associated with a major program area.
*Develops and maintains relationships with internal and external program stakeholders including LFUCG employees, businesses, vendors, neighborhood associations, and/or the general public.
* Interviews, hires, trains, schedules, and supervises staff.
* Manages and oversees facilities and other resources for program area.
* Performs administrative duties such as data entry, reporting, grant-writing and administration, balancing cash receipts, reconciling deposits, payroll, and/or purchasing supplies as needed.

EXAMINATIONS
Will be a training and experience evaluation from information provided on the application at filing deadline date

HOW TO APPLY

Submit LFUCG electronic application through www.lexingtonky.gov and attach/upload applicable documents to verify your education, training, certification/license(s), or DD214 (for military preference with appropriate discharge) by filing deadline date.

RESUMES CANNOT BE SUBSTITUTED FOR THE APPLICATION, but may be electronically attached/uploaded to the application.

Please note that the section titled "Application Questionnaire" has to be completed every time a new or revised application is submitted. Even if other information is pre-filled, the Questionnaire does not transfer.

***APPLICANTS WHO FAIL TO COMPLETE THE ELECTRONIC APPLICATION IN ITS ENTIRETY WILL NOT BE CONSIDERED FURTHER

CLOSING STATEMENT

Lexington-Fayette Urban County Government offers an outstanding benefits package, i.e. voluntary benefits spending account program; three weeks vacation and three weeks sick leave per year

CONTACT INFORMATION

For further information, call, e-mail, or visit:
Division of Human Resources
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