



POSITION OPEN

**PARKS, RECREATION AND TOURISM DEPARTMENT
PARKS, RECREATION AND TOURISM DIRECTOR**

Job Posting Date – November 7, 2017

The City of Conway is seeking a qualified candidate for the position of Parks, Recreation and Tourism Director. This position, under limited supervision, oversees plans and directs the activities and personnel of the Parks, Recreation and Tourism Department; plans, develops, evaluates, implements, adjusts, and guides programs and facilities to meet the growing and ever-changing recreational needs of residents and visitors; oversees the utilization of city parks and conservation properties to enhance active and passive recreational opportunities; directs tourism programs and activities; prepares and oversees departmental budgets; proactively uses vision, insight and planning capabilities to broaden and improve comprehensive parks plan, conservation properties, and recreational opportunities for the citizens of Conway; attends and participates in City Council meetings, staff meetings, budget retreats, committee meetings, and other opportunities to gain advantages for the department; manages the Parks, Recreation and Tourism Department, including hiring, training, assigning and evaluating employees; formulates and enforces safety standards and operational procedures; serves as internal project manager for new recreation construction and large contracts; coordinates efforts for city officials and city staff with local, regional and state agencies; and performs related task as required. Reports directly to the City Administrator.

Required Education, Training and Experience: A Master’s Degree in Parks and Recreational Management, Public Administration or related field is preferred; a Bachelor’s Degree in Parks and Recreational Management, or related field is required. A minimum of five (5) years’ work experience in a similar field, including administrative and supervisory components, and experience in developing, enhancing and maintaining parks and recreational facilities, programs and activities is required. Experience with management of conservation property is desirable. The successful candidate must live within the City limits or reasonable proximity or be willing to relocate to inside the City limits within six (6) months of employment. Must possess or obtain a driver’s license valid in the State of South Carolina.

Entry level pay for this position is \$71,815.00 annually.

Interested persons should submit an application and resume to: Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be downloaded from the City’s website at www.cityofconway.com. This position will remain open until filled.

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