

PARK DIRECTOR

- Director will coordinate use of all fields and facilities for games, tournaments and practices between QSA, VFL, VC, AHS, Harvest Time, American Legion, and any other participating leagues or schools. The schools, American Legion, and VFL shall have priority for use of the City's facilities
- Oversee the registration for all sports participants at A.A. Comeaux Park
- Provide general supervision over assigned staff. Delegates responsibilities and monitors work schedules and performance
- Ensure that park rules and regulations are followed
- Direct management of the maintenance of the center building and grounds
- Supervise the maintenance and upkeep of tennis courts and fencing as well as wind screens, utilities, grass cutting and maintenance outside of field facilities, cleaning of restrooms, upkeep of restrooms, concession stands and buildings, bleachers, parking areas, and trash and garbage pickup
- Compose and prepare correspondence. Serve as liaison with City Government, Park Board, other employees and the general public
- Oversee the daily office functions and update City and Council to any unusual circumstances or problems
- Serve as representative to the City of Abbeville as delegated, in dealings with vendors or the general public
- Supervise the processing of patron complaints and channels them to the proper person for processing
- Assist with purchasing supplies as needed

EDUCATION AND EXPERIENCE

Must have computer and interpersonal skills, which demonstrate tact, diplomacy and the ability to resolve issues. Must be a registered voter