

## *Join a Winning Team!*

### **Parks and Recreation Director**



**The City of Orangeburg** is seeking a qualified and highly motivated individual as its next Parks and Recreation Director. The successful candidate will perform a variety of complex professional and administrative work in planning, developing, scheduling, directing and implementing a year-round, City-wide parks and recreation program.

**Salary Range: \$62,000-\$75,000, DOQ**

**Application Deadline: Friday, January 10, 2014**

Works under the broad policy guidance and direction of the City Administrator.

Exercises administrative direction over all support staff, part-time, contracted or seasonal personnel assigned to the Department, either directly or through subordinate supervisors.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets and prepares data for studies, reports and recommendations; coordinates division activities with other departments and agencies as needed.

Provides professional advice to supervisors; conducts public relations activities with supervisors, boards, commissions, civic groups and the public.



Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibilities are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions, assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Plans, coordinates and directs a diversified year round, City-wide parks and recreation program including the management of the Zimmerman Community Center and municipal gymnasium, Hillcrest Canteen and Livingston House, Sports Complexes, Edisto Memorial Gardens and various fields, parks and open spaces.

Coordinates the recreation program with the parks program, other city departments and outside organizations such as the school districts and various and various community-based organizations.



Reviews program areas, implements changes or new programs to meet recreational needs of the community; develops, maintains and implements a current parks and recreation master plan.

Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.

Promotes interest in park and recreation through publicity, joint program brochures with various community groups and public contacts;  
speaks before citizens groups, student and other organizations.

Develops and coordinates Marketing Strategies that incorporates effective use of Social, Electronic, Broadcast and Print Media.

Prepares and administers budget for all areas under the Parks and Recreation department; oversees the ordering of all new and replacement equipment.

Prepares a variety of reports and maintains necessary operating records.

Maintains liaison with other departments as well as State, local and other public officials.

Supervises and manages the planning of new parks, playgrounds and all of the amenities that would be necessary for the proper construction and maintenance of these facilities.

Pursues various grants for facility development and program operations; schedules and runs various grants for facility development and program operation.

Manages physical and cultural activities throughout the year, such as sports tournaments and the Rose Festival.

Communicates the importance of compliance with Federal, State and City rules and regulations to employees, schedules safety training and ensures departmental compliance.

Performs other related duties as required.

### **PERIPHERAL DUTIES**

- Serves as a member of various City employee committees as, assigned.
- Serves on Rose Festival Committee, assists staff in the performance of their duties as required.
- Serves on Orangeburg County Fine Arts Center Board as an Ad Hoc member.
- Serves on the Accommodations Tax Advisory Committee.

### **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- Bachelor's Degree in Recreation and Park Administration, including course work in organization and administration.
- Five (5) years of progressively responsible experience in parks and recreation programs, or
- Three years experience in Sports Marketing or related field.
- Any equivalent combination of education and experience.



### **Application Instructions:**

**Candidates may apply online: [www.orangeburg.sc.us](http://www.orangeburg.sc.us)**

**Or**

**Mail your application:**

**PO Drawer 387**

**Orangeburg, SC 29116**

***Resumes may not be substituted for an application***



## **rangeburg: A Great Place to Live and Work...**



Orangeburg is a warm, welcoming place with a unique charm that promises tranquil living for newcomers to the area. Conveniently located less than an hour's drive from the state's urban centers of Columbia and Charleston, Orangeburg's lush unspoiled terrain, friendly neighbors and safe streets combine to create a lifestyle rarely matched in the United States. Orangeburg features affordable living in safe and tranquil

communities.

Nature is at her best in our region where lush foliage, magnificent blossoms and inviting waters create scenic wonderlands.

Temperate summers and mild winters make our county a recreational paradise and allow residents and visitors to enjoy fishing, golfing, canoeing, hiking and many other outdoor activities all year.

Attractive to business and industry, Orangeburg is enjoying economic growth.

Education is a priority in our county, where lifelong learning is available to all.

We have premier healthcare services in a caring "hometown" environment.

We hope you'll want to read about the many facets of our community featured in this web site, taking away a glimpse of all that Orangeburg provides for citizens, businesses and visitors. But most importantly, we hope you can sense the strong character of our community and understand the many reasons we are proud to call Orangeburg home.



## **Education**

There are over 16,000 students in the three public school districts throughout the Orangeburg area. Within these three districts, there are 29 schools; 14 elementary schools, five middle schools, and eight high schools - all with programs designed to help pupils meet their full potential as students, citizens, and future employees.

The overall goals of the public school system in Orangeburg are that all students



will gain the knowledge and skills necessary to achieve their goals and will be contributing members of the community.

The private school system offers an alternative in education.

There are 9 private schools dispersed throughout the area: five kindergartens, three grade schools (1-8), and four schools with grades 1-12.



## **Healthcare**

### **Regional Medical Center**

The Regional Medical Center (RMC) originated from a small, private hospital started by Dr. Charles A. Mobley in 1919. The hospital has grown to a 286-bed, acute-care, regional medical center owned by Orangeburg and Calhoun counties. The product of more than eight decades of work on the part of local physicians, community leaders and citizens, RMC has a strong history of safeguarding the long-term health of the community. The medical center serves a six-county area and has a variety of specialties and programs that offer state-of-the-art health care. RMC offers a 24-hour emergency department which provides a full range of high-quality medical services and proactive, community-wide wellness program for the Orangeburg area. RMC has experienced growth and stands ready to provide the latest advancements in medical technology while continuing to provide compassionate care. From new



technologies and services lines – like digital mammography, nuclear medicine, a new breast center and home care – to community initiatives and new facilities, we are diligently moving forward to ensure the long-term health of this community. In doing so, we are promoting a healthier today for us all.

## Upcoming Parks & Recreation Projects

### Community Center



The City of Orangeburg is developing a Community Center for the benefit of local citizens and visitors. This facility will feature two separate gymnasiums with wood flooring, two activity rooms concession areas, restrooms and offices. The grounds will be beautifully landscaped and lighted.

### Recreation Facility



The City of Orangeburg is in the process of developing a 132 acre showcase outdoor recreation complex. Featuring a five-field configuration and a four-field configuration for baseball and softball, this facility will be enjoyed by local citizens during the week and be host to state, regional and national tournaments on weekends. Each configuration will have a center structure that will feature a concession area, score booths, restrooms, offices and meeting

rooms. The playing fields will have a modern lighting system, athletic turf, irrigation and field drainage systems. The facility will also feature walking trails, picnic areas and open play areas and will be beautifully landscaped. The area is being planned in conjunction with other private and governmental agencies to ensure optimal benefits to the community.

## **COMMUNITY CALENDAR**

### **APRIL**

#### **Governor's Frog Jump, Springfield**

Always held Easter weekend annually, this event features a carnival, food, crafts, a parade, entertainment, games, frog jump, egg strike and an egg hunt. Springfield Town Hall, (803) 258-3152



### **MAY**

#### **Orangeburg Festival of Roses**

Typically held the weekend before Mother's Day. Family fun and entertainment including music, sports, races, arts and crafts, and much more. Admission is free.

Orangeburg County Chamber of Commerce: (803) 534-6821 or (800) 545-6153

### **JULY**

**July 4th Fireworks, Elloree:** (803) 897-2821

### **SEPTEMBER**

#### **Raylrode Daze Festivul, Branchville.**

Celebrating the history of being the oldest railroad junction in the world with a parade, entertainment, live bands and a street dance, cancan girls, gunfighters, arts and crafts, a carnival and more. Admission is free.  
Tom Jennings, (803) 274-8831/8876

### **OCTOBER**

#### **Orangeburg County Fair**

County Fairgrounds, Rodney Barr, (803) 534-0358,  
[www.orangeburgcountyfair.org](http://www.orangeburgcountyfair.org)

#### **Safe Kids Super Saturday, Orangeburg**

Orangeburg County Fairgrounds, Patricia Funderburk, (803) 395-2698

#### **Homecoming Week**

South Carolina State University: (803) 536-8579

### **Taste of Orangeburg**

On the Square, Russell Street. A variety of restaurants and vendors from around the city feature samples of their cuisine. Free Admission. Jennifer Hoelsing, (803) 531-6186

### **NOVEMBER**

#### **DORA'S Christmas Program & Downtown Tree Lighting**

Downtown Christmas lights will be turned on after the program. Jennifer Hoelsing: (803) 531-6186

#### **Homecoming Week**

Clafin University Campus: (803) 535-5375 or 535-5312

#### **2013 Founders' Day**

Clafin University Campus: (803) 535-5375 or 535-5312

#### **Children's Garden Christmas & Kid's Walk**

Drive through a beautiful, animated light display at the Edisto Memorial Gardens. Enjoy a stroll through the Kid's Walk that features interactive light displays. No admission fee. (803) 533-6020

### **DECEMBER**

#### **Orangeburg County Christmas Parade**

Orangeburg County Chamber of Commerce: (803) 534-6821

#### **The Nutcracker Presented by the Orangeburg Civic Ballet**

Martin Luther King Jr. Auditorium on the campus of South Carolina State University.

Call Orangeburg Civic Ballet at (803) 533-0017