

Clayton County	
Title: Deputy Administrator/Greenspace Class Code: NP065	

PURPOSE OF CLASSIFICATION

Responsible for maintaining, enhancing, and adding to the Clayton County Greenspace Program's portfolio of properties. Oversees the programming, maintenance, and continued conservation associated with Reynolds Nature Preserve.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Coordinates trail development through working with outside consultants; facilitates public meetings to provide vision associated with the value of conservation and open space development; interacts with local citizens, numerous Non-Governmental Organizations (NGOs), regional, state, and federal agencies.

Works closely with other departments to maintain comprehensive planning documents, acquire properties, and to perform property maintenance and enhancements, setting the framework for interfacing with outside entities to realize the vision in the Comprehensive Trails Plan section of Parks and Recreation's Ten-Year Master Plan.

Permits and performs project management when acquisitions result in land development activities.

Performs general administrative tasks associated with the Greenspace Program; oversees administrative tasks for Reynolds Nature Preserve. Stays abreast of departmental procedures and directives to ensure compliance with policies and procedures and to optimize public offerings at the nature preserve.

Supervises, directs, and evaluates employees, volunteers, restitution workers, and students in maintenance and educational activities; addresses employee concerns and problems; provides counseling, discipline, and employee performance appraisals. Oversees the training of volunteers and employees.

Administers, plans, and implements recreational and educational programs; oversees all preserve activities; plans, supervises, and participates in conservation and preservation projects and activities.

Prepares annual budget and maintains financial records for the division.



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Oversees the marketing and promotion of conservation and passive recreation; issues press releases and promotional materials concerning the Greenspace Division; writes and delivers speeches; creates public service brochures.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Parks and Recreation, Landscaping, Engineering, Design, Environmental Science, or a closely related field supplemented by three (3) years previous experience and/or training that includes progressively responsible positions in a department offering a comprehensive program in a wide variety of parks and recreation facilities, and experience in working with people from different socio-economic backgrounds; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license.

ADA COMPLIANCE

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physical demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, rain, humidity, animals/wildlife, fumes, temperature and noise extremes, machinery, vibrations, electric currents, or toxic agents.

