

Assistant Recreation Department Director

Notice is hereby given that Candler County, Georgia is seeking applicants for the position of Assistant Recreation Department Director. The position is responsible for overseeing day to day operations of the Metter-Candler Recreation Department under the supervision of the Recreation Department Director.

Required qualifications include: An Associate's Degree, a valid Georgia driver's license or the ability to obtain one. Candidates should possess the ability to support administrative functions such as scheduling, conducting meetings, general office work, and coordination of program registration as well as demonstrating skill in Microsoft Office products (Excel, Word, Outlook, etc.). Candidates may also be required to operate equipment and oversee recreation programs.

The successful candidate will be required to work some night and weekend hours within a flexible schedule as designated by the department director. Candler County offers paid employee health insurance, dental, vision, retirement and paid annual and sick leave. Candidates will be subject to a pre-employment screening and background investigation.

Applications for the position will be accepted until 2:00 PM on Friday, June 30th. Late applications will not be considered for the position.

Interested parties should submit a resume and cover letter setting forth their qualifications to: Bryan Aasheim, County Administrator at 1075 E Hiawatha St, Suite A, Metter GA 30439.