



WANTED: PART-TIME PARK ATTENDANT!!

The City of Gautier is currently seeking a part-time Park Attendant to provide general office duties at Shepard State Park in Gautier. This is mainly clerical work in the operation of a park office under the supervision of the Recreation Director. The incumbent must make camping reservations, collect park fees, explain rules and regulations to park visitors pertaining to park use, points of interest and park facilities in addition to some housekeeping duties. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with park users under all circumstances.

This is part-time employment with less than 20 hours per week and may include afternoon, weekends, and state holidays when the park is open. Applicants must meet the following criteria:

1. Must be at least 18 years of age.
2. Must provide proof of a high school diploma or GED.
3. Must have a valid Mississippi Driver's License.
4. Be registered to vote in the county he/she currently resides. If applicant resides outside of Mississippi; proof of voter registration is required.
5. Must be willing to work weekends while the park is open, state holidays and other days as needed.

Rate of Pay: \$7.50 per hour

Interested parties must complete an employment application with the Human Resources Department located at Gautier City Hall, 3330 Hwy. 90, Gautier, MS 39553. Applications are also available online at www.gautier-ms.gov and will be accepted 8:00 am – 5:00 pm Monday thru Friday.

For more information on this employment opportunity or how to apply; contact the Human Resources Department at (228) 497-8000 ext. 308 or email hr@gautier-ms.gov.

The City of Gautier is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.



Post Date: May 25, 2021
Removal Date: Until Filled

CITY OF GAUTIER VACANCY ANNOUNCEMENT

POSITION: Park Attendant (Part-Time)
DEPARTMENT: Recreation Department
HOURS: Part-time (Work hours will vary)
HOURLY RATE: \$7.50 per hour

DUTIES: This is mainly clerical work in the operation of a park office under the supervision of the Recreation Director. The incumbent must make camping reservations, collect park fees, explain rules and regulations to park visitors pertaining to park use, points of interest and park facilities in addition to some housekeeping duties. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with park users under all circumstances.

MINIMUM QUALIFICATIONS: Individual must have a High School Diploma or GED equivalent; be eligible to work in the United States; an elector of the county in which he/she resides; have and maintain a valid driver's license; and **MUST** be insurable by the City's insurance company.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from a high school or GED equivalent.

(Job description with minimum requirements attached.)

REQUIRED DOCUMENTS: Applicant **MUST** provide proof of High School Diploma, GED equivalent, or a valid copy of his/her transcript to verify course work. If applicant is an elector of a county outside of the Jackson County, MS area; proof of voter registration is required. (Please submit with application)

EXTERNAL APPLICANTS: Application packets are available at Gautier City Hall located at 3330 Highway 90, Gautier, MS 39553 or download an application online at www.gautier-ms.gov.

XC: City Hall East
City Hall West
Fire Department (3)
Police Department
Social Media

The City of Gautier is an Equal Opportunity Employer. Persons are considered for all positions without regard to race, color, sex, age, religion, national origin, veteran or handicapped status. The City of Gautier will attempt to meet any reasonable request for accommodation in the hiring process in accordance with Title II of the ADA.

PARK ATTENDANT **(Part-time)**

Department:	Recreation Department	Pay Grade:	\$7.50 per hour
Reports To:	Recreation Director	Exempt (Y/N):	N
Competitive (Y/N):	N/A		

SUMMARY:

This is mainly clerical work in the operation of a park office under the supervision of the Recreation Director. The incumbent must make camping reservations, collect park fees, explain rules and regulations to park visitors pertaining to park use, points of interest and park facilities in addition to some housekeeping duties. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with park users under all circumstances.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Registers vehicles and persons coming into or through the park gate.
- Greets visitors, gives information pertaining to facilities available in Shepard State Park, such as: trails, weather conditions, fire conditions, camping and fishing areas, safety practices, and other park features in order to provide advice and other information when requested.
- Explains park rules and policies to visitors and reports problems to the appropriate authorities.
- Collects fees for the use of the park facilities from the public via telephone or in person.
- Records money collected and prepares reports to verify money received.
- Checks in campers and other visitors and ensures reservations are booked properly.
- Stocks shelves in the office with park brochures and other supplies as applicable.
- Performs general housekeeping duties in the park office.
- Performs other duties as assigned by the Cultural Services Director.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Ability to communicate effectively in English both orally and in writing.
- Ability to handle cash transactions, issue receipts and balance deposits.
- Ability to meet and deal with people tactfully and courteously.
- Ability to recognize emergencies and report them properly.
- Knowledge of basic clerical procedures, such as collecting fees, booking reservations, record-keeping and customer service.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to communicate effectively orally, in person and/or by telephone.
- Basic knowledge of computer operations.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.

CITY OF GAUTIER

3330 Hwy 90* GAUTIER, MISSISSIPPI * 39553-5124 * TEL: 228-497-8000 ext.308 * FAX: 228-497-8028

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a medical condition or handicap, or any other legally protected status.

PLEASE PRINT OR TYPE * PROVIDE ALL INFORMATION REQUESTED

Position Applied For (list only ONE per application) Park Attendant (Part-time)		Date of Application	
Last Name	First Name	Middle Name	
HOME ADDRESS: (STREET, CITY, STATE, ZIPCODE)			
Daytime Phone #: _____		Evening Phone #: _____	
Email (if checked daily):			
Have you ever been employed with us before? <input type="checkbox"/> NO <input type="checkbox"/> YES DATES:			
Are you eligible to work in the United States? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Are you registered to vote in the county in which you reside? <input type="checkbox"/> NO <input type="checkbox"/> YES			
Do you have a valid driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES		License #:	State:
Commercial –Class:			
Are you employed now? <input type="checkbox"/> NO <input type="checkbox"/> YES		Date available for work:	
Have you been convicted of a felony within the last seven (7) years? <input type="checkbox"/> NO <input type="checkbox"/> YES			
<i>(Conviction will not necessarily disqualify an applicant from employment)</i>			
<i>If Yes, please explain.</i>			
Have you ever had any job-related training in the United States military? <input type="checkbox"/> NO <input type="checkbox"/> YES			
If Yes, please describe.			
Do you have any relatives currently employed with the City of Gautier? <input type="checkbox"/> NO <input type="checkbox"/> YES		If yes, please give name(s) and relationship(s).	

EDUCATION *If you have a GED, please note last year of high school completed and date GED acquired. You will be asked to provide diplomas, certificates, and/or official transcripts to document education and training.*

School	Address	Course of Study	Diploma/Certification

Describe any specialized training, apprenticeship, extracurricular activities and honors received

EMPLOYMENT EXPERIENCE *Please begin with your present or last job. Include all employment history and any job-related military service assignments and volunteer activities. An additional sheet will be provided upon request. Resumes may be attached*

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					
5.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
Reason for Leaving					

Please list any additional skills or qualifications that relate to your ability to perform the job for which you have applied such as licenses, software proficiency, professional types of machinery or equipment you operate, etc.

REFERENCES (Do not include relatives)

Name	Address	Phone Number	Occupation

I certify that all foregoing statements are complete, true and correct, and that I have not knowingly withheld any facts or circumstances that might, if disclosed, affect my application unfavorably. I understand that this employment application is not an employment contract. I understand that misrepresentation or omission of fact within this application is cause for rejection of said application, or termination, if discovered after I am hired.

I hereby authorize the City to investigate all statements contained in this application. I hereby authorize all previous employers, references, persons or entities that the City of Gautier may contact to furnish information concerning my personal character or employment records, and I release them from any and all liabilities or damages incurred as a result of furnishing this information.

I agree to submit to pre-employment drug testing and understand if hired I may be subject to future drug testing pursuant to the written policies of the City of Gautier. I understand and agree to a pre-employment review of my motor vehicle record; and if I am employed and operate City vehicles or similar equipment, to a periodic review of my motor vehicle record. I agree to conform to the rules and regulations of the City of Gautier.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an *at will* nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time without cause or notice. It is further understood that this *at will* employment relationship may not be changed by any written document or by conduct. I understand that if I am offered and accept a job, the City of Gautier reserves and retains the right to make changes in the terms and conditions of my employment as the City of Gautier determines to be necessary or appropriate.

I hereby understand and acknowledge that this application shall remain valid for consideration for a period of twelve weeks from the date of this application. In the event I have not been contacted prior to expiration of the stated period, it will be necessary for me to submit a new application for consideration.

I hereby acknowledge that I have read the foregoing and understand the same.

Signature of Applicant: _____

Date: _____