

BEAUTIFICATION COORDINATOR

The City of Carlsbad is accepting applicants for the position of **Beautification Coordinator**. Administers the operation of the beautification program for the City of Carlsbad, including event development & management, parks scheduling and City property beautification.

Performs general oversight of Keep Carlsbad Beautiful, the state and national affiliates, and its projects and programs. Keeps records and files reports. Reviews and analyzes program outcomes. Develops annual plan of work and long-range planning. Coordinates beautification projects.

Serves as liaison between City and other community organizations, representing goals and objectives of the program to the community at meetings, forums, etc., conducting workshops and presentations.

Coordinates, organizes and maintains monthly meetings with City Beautification Committee. Acts as liaison between the City Beautification Committee, the City Administrator and governing body.

Recruits, orients and trains volunteers for program activities, including training in behavioral methodology, affiliate history and program goals. Develops and maintains a library of resource materials for volunteers to use in program planning.

Prepares and submits grant applications to fund special programming and projects. Obtains approval of the City Administrator and the governing body for such grant applications.

Maintains and offers booking system for all parks events. Informs clients of rules, regulations, and fees as mandated by governing body. Maintains scheduling calendar for all parks events. Provides for special needs or set-ups, coordinating with other City staff. Processes requests for administrative approval of events.

Responsible for the beautification and aesthetics of all City property, coordinating with appropriate City staff. Other duties as assigned.

Knowledge of office management practices and procedures.
Knowledge of basic computer skills including familiarity with word processing and data entry programs.

Ability to work without supervision. Ability to establish and maintain effective working relationships with other staff, department heads, and the public. Ability to follow complex oral and written instructions, policies, and procedures. Ability to

understand Federal and State program guidelines. Ability to express oneself, orally and in writing.

Skill in public speaking, being poised, persuasive, and articulate. Skill in grant writing. Skill in operating a variety of office equipment, including typewriter, and computer terminal with knowledge of applicable computer software applications.

Qualifications: High school diploma or GED, and two (2) years of event planning, volunteer management, or related experience required. A college degree in related field or job related special training may be substituted for partial fulfillment of the required experience.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico driver's license.

In addition to an excellent benefit package, starting hourly wage will be \$32.62.

Additional pay increases available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno, or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Applications/resumes will be accepted until the position is filled.

EOE M/F/V/D