

**Job Title: Clear Creek Manager**

**Location:** Warren County, Mississippi

**Department:** Parks & Recreation

**Reports To:** County Administrator / Board of Supervisors

**Position Summary**

The Parks & Recreation Director is responsible for planning, development, and management of all county-managed parks, recreational facilities, and community programs throughout Warren County. This position provides leadership to ensure safe, well-maintained, and accessible parks while delivering quality recreational opportunities that enhance the overall quality of life for residents.

**Essential Duties & Responsibilities**

Leadership & Administration

- Direct and manage all operations of the Parks & Recreation Department
- Develop and implement departmental policies, procedures, and strategic initiatives
- Supervise, train, and evaluate full-time, part-time, and seasonal staff
- Promote a culture of accountability, professionalism, and customer service

Parks & Facilities Management

- Oversee maintenance and operations of all county-managed parks, playgrounds, athletic fields, and recreational facilities
- Ensure facilities meet safety standards and are properly maintained
- Coordinate scheduling, reservations, and use of county facilities

Recreation Programming

- Develop and oversee recreational programs for youth, adults, and seniors
- Lead organization of leagues, events, camps, and community activities
- Expand programming through partnerships with schools, nonprofits, and local organizations

Budget & Financial Oversight

- Prepare and manage the department's annual budget

- Monitor expenditures and ensure compliance with county purchasing policies
- Identify grant opportunities and alternative funding sources

#### Community Engagement

- Serve as the primary point of contact for citizen concerns and park-related inquiries
- Promote programs and events through outreach and marketing efforts
- Work collaboratively with community stakeholders to improve services

#### Capital Projects & Planning

- Plan and oversee park improvements, renovations, and new facility development
- Coordinate with engineers, contractors, and county departments on projects
- Ensure compliance with all applicable local, state, and federal regulations

#### **Minimum Qualifications**

- High School Diploma
- Five (5) years of progressively responsible experience in parks and recreation or related field
- At least three (3) years of supervisory experience
- Valid driver's license

#### **Knowledge, Skills & Abilities**

- Strong leadership and team management skills
- Knowledge of park operations, maintenance practices, and recreational programming
- Understanding of budgeting and public sector financial management
- Familiarity with Mississippi county purchasing and compliance requirements
- Excellent communication, public relations and marketing skills
- Ability to manage multiple projects and meet deadlines

#### **Preferred Qualifications**

- Bachelor's degree in Parks & Recreation, Public Administration, or related field
- Experience working in county or municipal government

- Grant writing and community partnership experience

### **Work Environment**

- Combination of office and outdoor work
- May require evenings, weekends, and holiday hours
- Exposure to varying weather conditions during site visits and events

### **Compensation & Benefits**

- Salary commensurate with experience
- Participation in Mississippi Public Employees' Retirement System (PERS)
- Health, dental, and vision insurance
- Paid leave and holidays

Those interested in this position must submit a detailed resume to: Nkemdili Lewis, Warren County Administrator, 913 Jackson Street, Vicksburg, MS 39183. The office is open Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m.

Resumes should be sealed and marked **Resume – Clear Creek Manager** on the outside of the envelope. **The deadline to submit a resume is 5:00 p.m. on Friday, May 15, 2026.**

Resumes received after the deadline will not be considered. If you have any questions, please contact Nkemdili Lewis, County Administrator at 601-634-8073.

**Warren County is an Equal Employment Opportunity Employer.**