

**Baldwin County Commission  
invites applications for the position of:**

<b>Director of Parks &amp; Recreation</b>	
Department	Parks – Silverhill
Salary	\$65,987.00 - \$107,982.00 Annually
Open Date	06/03/2025
Close Date	06/17/2025



Provide professional level expertise and leadership in planning, coordinating, implementing, maintaining, and managing all elements of the Baldwin County Parks System. Provide professional maintenance to county facility grounds, lawns, and shrubs.

*This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.*

## **Essential Job Functions**

### **Future Facility Planning**

1. Lead future planning and development initiatives by evaluating the current Parks and facility grounds system and forecasting future needs.
2. Develop long-term strategic plans for Parks facility expansion, modernization, and resource optimization to meet future operational needs.
3. Engage with stakeholders and community members to gather input and ensure that facility plans align with their needs and expectations.

### **Facility Maintenance, Management and Compliance**

1. Manage improvement projects, including planning, budgeting, construction oversight and performance tracking.
2. Assist with the development of bids and specifications relating to the Parks and Recreation Department, including equipment.
3. Plan, design, and oversee maintenance, alteration, and reconfiguration of facilities.

**Baldwin County Commission**  
**invites applications for the position of:**

4. Ensure that construction and installation of Parks facilities meet quality standards and local, state, and federal requirements.
5. Implement maintenance management programs along with performance metrics to ensure proper maintenance of Parks facilities.
6. Provide professional expertise and leadership in planning, coordinating, and implementing any project deemed necessary involving trees, shrubs, lawns, or other plants as directed.

**Contractor Oversight and Staff Supervision**

1. Oversee external contractors for various specialized tasks and projects and ensure compliance with specifications.
2. Responsible for all aspects of staff supervision and management within the Parks and Recreation department, including ensuring they receive adequate training and professional development.

**Budget Development and Recordkeeping**

1. Develop, monitor and work within the department or project budget.
2. Maintain and document daily department activity work records using applicable technology tools and database.
3. Maintain project data up to date and accurately for all projects.

**Education and Experience**

1. College degree in landscaping, horticulture, or similar area of concentration.
2. Five (5) or more years of experience in grounds facility management and project management, with at least three (3) years of supervisory experience, or an equivalent combination of education and experience.
3. Demonstrated expertise in operational and strategic planning, budget development, project management, and long-term facility planning.
4. Possess a valid driver's license and be insurable by the County's insurance standards.

**Other Characteristics**

1. Ability to work collaboratively with staff.
2. Effective oral and written communication skills for interacting with staff, supervisors, general public, vendors and elected officials.
3. Willing to work non-standard hours as necessary.
4. Willing to attend meetings, seminars, training events, or other work-related activities, including travel outside the county if needed.

**Baldwin County Commission  
invites applications for the position of:**

**Knowledge, Skills, and Abilities**

1. Knowledge of professional planning, implementation and maintenance for various lawns, shrubs, trees, and landscaping projects.
2. Ability to train, supervise, and develop staff across multiple facilities.
3. Ability and knowledge to properly water, prune and otherwise maintain trees, shrubs, lawns, and plants.
4. Ability and knowledge to properly select and plant trees, shrubs and other plants required in landscaping.
5. Ability to walk, stoop and bend.
6. Ability to lift fifty (50) pounds, unassisted.
7. Ability to work in adverse weather conditions.
8. Proficiency with Microsoft Office (Word, Excel, Project, PowerPoint) and management software.
9. Ability to interpret blueprints, plans, and technical specifications.
10. Ability to perform light work that involves lifting, carrying, and mobility tasks.
11. Ability to use shovel, pruning saw, shears, loppers, rake, hoe, watering devices, ladders, etc.

*Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.*