



**Human Resources, Events & Marketing Manager – Full Time**

**General Summary:** Under the general supervision of the Park Superintendent is primarily responsible for Human Resources responsibilities of the county parks. Secondary responsibilities include working directly with the Operations Director – Region 1 and Operations Manager – Region 2 in event scheduling, planning, and marketing. Human Resources duties include: Seasonal staff interviewing and hiring, administration of new hire paperwork including background checks, physicals and drug testing, staff training & safety training, payroll compilation and submission, maintenance of staff records, tracking of unemployment, staff coaching & counseling, staff conflict resolution and coordination of disciplinary action plans for seasonal staff. Events duties included: planning, scheduling, preparation, and implementation of park events. Marketing duties include: updates to Park Commission or Dragon Trail websites, promoting parks through social media, creation of hard copy and virtual graphics for job postings, staff training, park events, and park operations.

**Conduct:** Conduct, both inside and outside the parks, whether in uniform or not, shall convey a favorable impression to the public and in no way reflect negatively upon the Mecosta County Park Commission.

**Drug Free Workplace Policy:** The Mecosta County Board of Commissioners has adopted a resolution for a Drug Free Workplace Policy. Compliance with the Mecosta County Board of Commissioners Drug Free Workplace Policy is a condition of employment. Failure or refusal of an employee to cooperate fully or to submit to any inspection or drug test as provided will be grounds for termination.

**Hours of Work:** A standard work week shall consist of forty hours per week, five days per week, with two days off per week. This position is primarily scheduled to work Monday-Friday between the hours of 8:00 am and 5:00 pm. Due to the nature of the job, the employee may be expected to work alternate weekends and some holidays during the parks operating season.

**Physical Conditions/Work Location:** Employee will primarily work Monday-Friday and will report to the Mecosta County Parks Administration Office in Paris, MI. Employee will periodically be required to travel to various locations throughout the County of Mecosta. Employee shall expect to work primarily in an indoor office setting with occasional outdoor responsibilities. Remote work is not available with this position.

**Minimum Entrance Requirements:** Associates college degree is required. Minimum of two (2) years working in a supervisory capacity is required. Applicant must have a basic knowledge of human resources administration, payroll reporting, database use, social media administration, event management, office management, customer service, and computer application operation, including proficiency in Microsoft Office programs (Excel, Word, Power Point.) Applicant may be required to demonstrate computer skills. Applicant must possess a valid driver's license (State of Michigan Vehicle Operator's License required with job offer) and provide authorization to participate in and pass a pre-employment background screening. Applicant shall be a highly organized self-motivator capable of multitasking, demonstrating good written and verbal communication skills and be able to verify staff administration experience with preferred techniques.

Weightlifting Limit: All employees must be able to lift a minimum of 35 pounds.

**Preferred Skills:** Bachelor's degree in human resources, business administration, parks and recreation, hospitality, or a combination of equivalent experience (5-years or more) in an employee management or administrative capacity. Knowledge of federal and state labor and employment regulations and payroll accounting programs.

**Typical/Essential Duties:**

- ✓ Under the supervision of the Park Superintendent, oversees the day-to-day operations of human resources for the park system.
- ✓ Leads the interviewing and hiring of seasonal employees including processing, tracking, and organization of applications and associated new hire paperwork and requirements.
- ✓ Utilizes effective techniques for recruiting a diverse workforce including maintaining community partnerships, attending job fairs, working with schools/colleges, and advertising on social media platforms.
- ✓ Meets with or provides regular reports to the Parks Superintendent, Operations Director – Region 1, and Operations Manager – Region 2 to ensure adequate staffing levels are maintained and staff morale remains positive.
- ✓ Works in conjunction with the Operations Director – Region 1, Operations Manager – Region 2, and Park Superintendent in the scheduling, planning and execution of a comprehensive training program for new and returning seasonal employees.
- ✓ Acts as a resource to employees and new hires, providing a safe space for conversations, questions, and clarifications.
- ✓ Ensures employees receive compensation and benefits in accordance with the Mecosta County Parks Personnel Manual, operating budget, and other approvals of the Mecosta County Park Commission.
- ✓ Manages and controls staff uniform ordering, distribution, and inventory to ensure a professional appearance is maintained throughout the parks system.
- ✓ Evaluates and recommends staff appreciation techniques and rewards.
- ✓ Provides customer service at the administration office. Greets public, answers incoming telephone calls, answers inquiries, and receives park revenues.
- ✓ Works with the Operations Director – Region 1 and Operations Manager – Region 2 to ensure incidents or accidents are reported appropriately and in detail to the Parks Administration Office. Assists with implementing outcomes that arise from such incidents.
- ✓ Leads in the scheduling and marketing of park special events and assists in the marketing of weekly activities. Works in conjunction with Operations Directors – Region 1 and Operations Manager – Region 2 with implementation and execution of special events and weekly activities.
- ✓ Leads in the purchasing, organization and distribution of event materials and supplies.
- ✓ Leads in the creation of marketing graphics for posters, social media or other avenues.
- ✓ Assist with updating information on the Mecosta County Parks and Dragon Trail websites and ensures that information posted is accurate and up to date.
- ✓ Assist with preparation of Park Commission operational, training, safety, and other manuals.



- ✓ Maintains confidentiality of documents, employee information, and sensitive circumstances.
- ✓ Attends meetings as directed by the Superintendent.
- ✓ Travels to County Parks, County Buildings, Financial Institutions, and other locations as required to conduct business.
- ✓ Shall obtain any certifications or licenses, attend any conferences, workshops, trade shows, job fairs or regional meetings as deemed necessary by the Superintendent.

The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel so classified.

I have read the above job description and understand that the duties listed above are general in nature and not all-inclusive. I understand that this is a salary at-will (can be terminated with or without cause) position that may require more than a forty-hour work week during the peak operating season in order to fulfill my responsibilities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

