

CITY OF WILLIAMS JOB OPPORTUNITY

The City of Williams is a growing rural farming community at the intersection of Interstate 5 and Highway 20 just 60 miles north of Sacramento.

Apply via City application to Jorge Carmona, Assistant Finance Officer at 810 E Street Williams, CA 95987 or jcarmona@cityofwilliams.org.

Applications can be downloaded from the City of Williams website, www.cityofwilliams.org

**The final filing date for this position is
March 15, 2019**

The City of Williams is an Equal Opportunity Employer.

PART TIME PARKS AND RECREATION DIRECTOR

(Hourly Wage \$15.00)

(20-30 Hours a week)

Organize, implement, supervise and evaluate comprehensive recreation programs and community services. Supervise, train and evaluate staff; assist in the selection process of program staff. Prepare and maintain rosters, procedural manuals and other related program and service records. Identify community needs for recreation programs and community services. Secure supplies, equipment and materials used in programs and services. Monitor and authorize expenditures of program budget; prepare check requests and other expenditure documents. Assist with the development of the program operating budget. Develop promotional material for programs; including news releases and flyers. Receive, investigate and respond to inquiries, complaints and requests.