



**YANCEY COUNTY
VACANCY ANNOUNCEMENT**

DATE: March 10, 2023

YANCEY COUNTY is seeking a qualified individual for the following position:

TITLE: Campground Assistant Supervisor, Toe River Campground
Full-Time Position

DESCRIPTION: An employee in this class performs a variety of administrative, maintenance and repair tasks in the management of a full-service campground. The employee helps organizes, schedules and plans staffing schedules, develops and administers the program budget, identifies and implements technology to increase efficiencies, and supervises and participates in customer services, maintenance and repair activities. Work includes overseeing a swimming pool, meeting hall, campground store, picnic pavilion, playground and camp sites with electric, water and sewer connections. The employee prepares promotional materials, recruits and coordinates limited service workers and volunteers, manages corresponding records and payroll, plans special events and handles any problems or issues that arise. Maintenance activities supervising and participating in cleaning facilities; carpentry, electrical and plumbing repairs; winterizing; coordinating contracted maintenance and repair work; and obtaining parts and supplies. Work subjects the employee to inside and outside environmental conditions, extreme hot and cold temperatures, and atmospheric conditions such as fumes, odors, and gases. Work may be subject to the standards of OSHA blood borne pathogens. Work requires extensive public contact with the general public, visitors, county staff, and community organizations in the promotion and implementation of campground and recreation programs. Hours may vary depending upon program needs. Work is performed under the general supervision of the Parks and Recreation Director and Campground Director. Work is reviewed through observation, reports, results obtained, and community acceptance of programs.

QUALIFICATIONS:

Graduation from an accredited college or university with a degree in Business or Public Administration or related field and considerable related experience that includes staff and facilities management; or an equivalent combination of education and experience.

Special Requirement

- Possession of a valid appropriate North Carolina driver's license.
- Possession of a swimming pool certification.
- May require possession of pesticide applicator certification.



LOCATION: Primary duty station for the position is the Toe River Campground located in Burnsville, N.C.

SALARY: Pay Rate dependent upon education/experience.

TO APPLY: Submit a Yancey County Application to the Yancey County Manager, 110 Town Square, Room 11, Burnsville 28714. Applications are available at the Yancey County Manager's office at 110 Town Square, Room 11, Burnsville or online at www.yanceycountync.gov/employment.

CLOSING DATE: Friday, March 24, 2023. Complete Application must be received by 5:00 p.m. in the Yancey County Manager's Office on the closing date. Late applications will not be considered.

HIRING AUTHORITY: The Yancey County Manager is the hiring authority for this position.

Equal Employment Opportunity Employer