



City of Irving Job Description

K.I.B. (Keep Irving Beautiful) Administrator

FLSA Status:	EXEMPT	Job Department:	Parks & Recreation
Job Code:	R291	Reports To (Job Title):	Assistant Parks & Recreation Director

PURPOSE

To plan, develop, and oversee implementation of the City’s portion of the Keep Irving Beautiful (KIB) program, including advising board members on program planning, designing and implementing programs, and acting as a representative of both KIB and the City at events and meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Oversee KIB contract with the City, including ensuring contract compliance and certification status with Keep Texas Beautiful and Keep America Beautiful.
- Act as City liaison to Keep Irving Beautiful Board and 501(c)3 organization, including assisting the board as a resource and advisor for program planning and marketing expertise and maintaining and preparing records and reports as necessary to maintain certifications.
- Maintain effective working relationships with external stakeholders including other cities, local counties, and relevant state agencies.
- Plan, organize, and implement volunteer program.
- Promote KIB programs, including creating marketing tools and presentations and finding opportunities to show and distribute them.
- Create and maintain files and databases to track program information for reporting purposes.
- Identify and pursue opportunities for mutual gain with potential contributors, grantors, and in-kind donors, including developing case statement, training board members to ask for assistance, meeting with target donors, and following up.
- Perform various accounting and/or tracking activities to track donations, payments, contract funds, and related items.
- Participate in surveying levels of community litter accumulations and shifts in public awareness to guide program design and focus.
- Perform City of Irving KIB website updates.
- Serve on local, state, and national committees related to job purpose.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Serve on local, state, and national committees related to job purpose.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1 employee.

FINANCIAL / BUDGETARY RESPONSIBILITY

Guide Board of Directors through developing annual budget plan; Process and submit monthly invoices to the City; Ensure timely filing of all required tax forms.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's Degree in management, psychology, marketing, public administration, or related field of study.

EXPERIENCE

- Minimum of two (2) years of increasingly responsible related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- Basic safety and defensive driving.

KNOWLEDGE OF

- Communications and Media: Media production, communication, and dissemination techniques and methods, including alternative ways to inform and entertain via written, oral and visual media.
- Office Systems: Administrative / clerical procedures and systems such as word-processing, filing and records management, form design principles, and other office procedures.
- Sales and Marketing: principles and methods involved in showing, promoting, and selling services and concepts.
- Fundraising: Strategies and principles for identifying, cultivating, and requesting donations from target donors.
- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Event Production: Resources, calendars, and techniques for planning and coordinating large events.
- Applied Math: Concepts such as fractions, percentages, ratios, proportions.

SKILLS AND ABILITIES IN

- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Volunteer Management: Training, motivating and overseeing volunteers and interns.
- Mechanical/Technical: Safely operating diverse equipment, including equipment necessary for cleanups and other public events and multi-media equipment for presentations.

GUIDANCE RECEIVED

Departmental Goals and Priorities

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

CONTACTS

Cultivate and maintain corporate sponsorships; Develop partnerships with community members, including businesses, faith groups, civic organizations, schools and youth groups.

EQUIPMENT AND PROPERTY

Standard office equipment, as well as event staging equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to grasp, handle, feel, listen, see, sit, stand, stoop, talk, and/or walk. Frequently, s/he is required to carry, climb, crawl, drive a vehicle, and lift up to 50 pounds, pull, push, and/or reach.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to a confining work space, dirty environment, extreme temperatures or weather conditions, air contamination, improper illumination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.