



EMPLOYMENT LISTING

General Information

Job title: **Community Beautification and Outreach**

Job location: Graham, TX 76450

Date posted: 03/28/14 Closing Date 04/11/14, 5 PM

Job type: Full-Time

Compensation: \$14-17/ hr, DOQ

Job Classification

Job Category: Community Improvement

Job Description

Job description:

The City of Graham is currently seeking candidates for a position that will:

- Design, develop and maintain the landscaped entrance ways to the city
- Design, develop and maintain the landscaped planters on the square
- Research, develop and implement a proactive communication system with citizens, using I-Info
- Develop and maintain social media interfaces with citizens
- Develop, foster and maintain relationships with community groups to develop and implement programs improving the quality of life in Graham
- Work cooperatively with city departments to improve the citizen experience with city services
- Act as liaison between community groups and city departments to foster relationships to maximize effectiveness of all parties and efforts
- Develop, implement and maintain recreational opportunities in the city through self initiative and by working with existing and future groups
- Develop and foster relationships with media

Candidates will operate a city vehicle, move objects, such as plants, weighing 25lbs on a regular basis. The job will require bending, stooping, sitting and walking.

The position is for a 40 hour work week but will require irregular hours and weekend work on occasions.

Job Requirements

Education, training, experience:

A high school degree or GED is required. An associates or bachelors degree in landscaping, business, community development, agricultural sciences, recreation or other related field is preferred.

A valid Class C Texas Driver license is required. The candidate should have an acceptable driving record.

The Candidate should have :

Working knowledge of landscaping and horticulture

Excellent Communication Skills

Knowledge of common computer programs such as MicroSoft Office and Outlook.

How to Apply

Persons interested in this position must complete an application which can be obtained at www.cityofgraham.com or at City Hall, 429 Fourth Street, Graham, Texas 76450. Cover letters and resumes may be added to the application. Criminal background check and drug testing will be required.

Applications must be completed and returned no later than April 18, 2014 at 5 pm.