

The City of Lewes



Job Posting Parks and Marina Administrator

The **City of Lewes** is seeking applicants who are committed to public service excellence for the vacant full-time position of **Parks and Marina Administrator**.

The Parks and Marina Administrator oversees the City's parks and beaches, including contracts for tree and landscape maintenance; budget for park maintenance and the Parks and Recreation Commission; and capital maintenance projects within parks. This position also works closely with the City's Parks and Recreation Commission, serving as a liaison between park commissioners and City department; applies for and manages grants; plans and manages the City's summer concert series; and oversees the City boat dock and marina. The oversight of the boat dock and marina includes supervision of marina staff, oversight of marina budget, oversight of marina operation, and maintenance and repair of the marina.

This position is a full-time, year-round position, working mostly Monday through Friday, 8am to 4pm, with some evening and weekend commitments. Starting salary is \$40,000, but may vary depending on experience.

Employment is contingent upon pre-employment drug screening and background check. For more information, please contact Alison Kirk at (302)645-8809.

Applications are available on the City's website at www.ci.lewes.de.us and can be mailed to Lewes City Hall, PO Box 227, 114 E. Third Street, Lewes, DE 19958, or may be submitted via e-mail to hr@ci.lewes.de.us.

The City of Lewes is an Equal Opportunity Employer.