

**Jones County Recreation Committee**  
Jones County Government Center  
Charlotte C. Wilson Conference Room

October 20, 2009  
5:00 P.M.

**Summary**  
**Agenda**

**MEMBERS PRESENT:** Members present representing a quorum of the committee was:

Bert Liston, Committee Chairman  
Tommy Robinson, Committee Vice-Chairman  
Preston Hawkins, Committee Member  
Mike Underwood, County Administrator  
Bobby Wood, Parks and Recreation Director

**Call to Order:** The meeting was called to order by Chairman Liston at 5:06 p.m.

**New Business:**

1. Job Description for new Recreation Director

Chairman Liston read the following employment advertisement aloud.

**ADVERTISEMENT FOR EMPLOYMENT**  
**Recreation Director, Recreation Department**

The Jones County Board of Commissioners seeks an individual to lead and oversee the activities and operations of the Recreation Department. Individual will administer all programs, operations and facilities of the Recreation Department, collect and compile employee timesheets and track annual/sick-leave requests, assist and advise governing authority on formulating policies and basic procedures, direct the maintenance of all recreation facilities, direct short-and long-range plans/schedules for the department in all areas of programs and operations, hire, train, evaluate, counsel, and discipline subordinate staff, provide information to the public regarding department programs through such avenues as group presentations and media releases, inspect and direct management of county parks and recreation facilities, oversee field preparation work (i.e., chalking, striping, mowing) during sport seasons, process

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purchase orders, invoices, daily receipts, supervise the operation of two concession stands; to include purchasing food and supplies, setting prices, posting invoices and receipts, etc.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required.

The following knowledge and skills are needed: knowledge of the principles and practices of recreation administration, knowledge of all relevant laws, county codes, policies and procedures, and departmental and safety guidelines, skill in planning, organizing, scheduling and supervising various recreational activities, knowledge of budgetary processes and procedures, knowledge of accounting procedures, skill in oral and written communication, skill in the use of various pieces of recreational equipment, ability to follow oral and written instructions.

Jones County is an equal opportunity Employer. Applications are available at the Government Center or online at [www.jonescountyga.org](http://www.jonescountyga.org).

Attending League Presidents and others attending the meeting discussed and provided suggestions for the following: changes to the Recreation Department's services, organizational chart, the operations of the concession stand, and the duties of the Parks and Recreation Director.

Vice-Chairman Robinson requested that everyone continue to submit ideas to the committee.

Chairman Liston stated the committee would take their suggestions under advisement.

**Adjournment:** Chairman Liston adjourned the meeting at 5:59 p.m.