



Human Resources Department  
Forms And Documents

HRP-03 Effective Date 4/2/01

Date Posted: 05/22/2017

*This position announcement constitutes neither a written or implied contract of employment. The City of Fairhope reserves the right to revise, alter and/or change the job description for this position, as the City deems necessary.*

**POSITION ANNOUNCEMENT**

The following position is now open. Current employees interested in this position must submit an application within ONE WEEK of the announcement date.

Applications for Employment will be accepted at the Fairhope Public Works Bldg, 555 S. Section St., Fairhope, Ala. 36532, Monday through Friday, from 8:00 a.m. to 3:00 p.m. or fax to (251) 990-0156. Applications may also be mailed to City of Fairhope; P.O. Drawer 429, Fairhope, AL 36533. They may also be emailed to careers@fairhopeal.gov

**Position Information**

**Rental Facility/Events**

Job Title: Assistant II Department: Adult Recreation

Job Status:  Regular Full-Time  Temporary Full-Time *If temporary, give required dates of service:*  
 Regular Part-Time  Temporary Part-Time *From: \_\_\_\_\_ To: \_\_\_\_\_*

Standard Scheduled Hours: 8:00 am – 5:00 pm Days to be Worked: Monday - Friday

Pay Grade or Range: \$13.78 - \$17.91

**Grade 18**

**Position Description**

General nature/purpose of work:

To coordinate the daily activities at James P. Nix Center and book the Nix Center ballroom.

**Minimum Qualification Standards** (Additional qualification standards are found on the job description.)

Knowledge, skills and abilities:  
Supervise Day to Day Operations  
Maintain Nix Center Calender of Events  
Coordinate Nix Center Rentals  
Able to understand written communication and verbal instruction;  
Good communication skills, verbal and written  
Excellent customer service required  
Able to count money  
Ability to lift 30 lbs.;  
Other duties as assigned

Education, experience and training:  
High school diploma or GED; AND  
Valid Alabama driver's license; AND  
College degree in communications or related field preferred but not required

Date of Announcement: 05/18/2017 Closing Date for Applications: Until Filled

Pandora Heathcote

*The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.*