



Massillon Civil Service Commission

NOTICE OF EMPLOYMENT

The Massillon Civil Service Commission is now hiring for the position of **Special Events-Marketing Coordinator** for the Massillon Parks and Recreation Department.

SALARY: \$20.51 to 23.35 hourly Full-Time 12s CLASSIFIED

BENEFITS: The City of Massillon offers a benefit package that includes:
Comprehensive Health Care Insurance
Retirement Plan
Paid Vacation
Sick Leave Benefit
Paid Holidays

To be eligible, you must complete a formal application for the City of Massillon. Applications will be accepted online or in person through December 3, 2024. You **MUST** submit a resume and cover letter with your application. Failure to submit a resume and cover letter will disqualify you.

The **resume and cover letter will be examined to create a certified eligibility list.**

JOB RESPONSIBILITIES:

Under general supervision, serves as Sports Supervisor on a year-round basis with responsibility for planning, promoting, implementing, supervising, and evaluating community recreation programs including supervision of personnel, with a focus on sports.

MINIMUM QUALIFICATIONS:

- Degree in Marketing related field preferred
- Must possess a valid Ohio Driver's License
- Ability to prepare and maintain accurate reports
- Grant writing-management preferred

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Must maintain First Aid – CPR certifications (provided by MPRD)
- Ability to recognize unusual or threatening conditions and take appropriate actions, and work alone.
- Demonstrate physical fitness.
- Carry out instructions in written, oral or picture form.
- Cooperate with co-workers on group projects.

BONUS INFORMATION:

BONUS CREDIT – DOCUMENTATION & STANDARDS

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214- Long Version) as proof of honorable military service and discharge to receive credit.*

Additional Examinations: Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, drug screen and background check.

REASONABLE ACCOMMODATION:

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY:

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.

Massillon Civil Service Commission
151 Lincoln Way East
Massillon, OH 44646
330-830-1763
jthieret@massillonohio.gov