



Town of Clarkdale

P.O. Box 308, Clarkdale, Az. 86324

Town Hall (928) 639-2400 * fax (928) 639-2409

Job Description

VERDE RIVER AMBASSADOR

DESCRIPTION: Under general direction of the Police Chief and direct supervision of the Police Sergeant, this position serves as a Town representative in support of safe outdoor recreational activities, operations and maintenance, primarily at the Verde River @ Clarkdale areas. This position is responsible for establishing and facilitating positive relationships and experiences with the public, local agencies and users of Verde River areas and outdoor recreational spaces within the boundaries of Clarkdale, ensuring safety, preservation, stewardship and proper use of these areas. This position understands public trust and models the highest standards of personal and professional integrity expected of those working in public service.

CLASSIFICATION: Positions in this class are characterized as having strong customer service skills and a solid ability to think independently and use discretion and good judgment, and follow and carry out written and verbal direction. An employee successful in this position is reliable, enjoys unexpected challenges and working with the public, and performs duties with minimal supervision. Work hours will be scheduled as area use determines, and may fall outside normal workday hours, possibly to include weekends. This position may at times be on call. This is a part time (not to exceed twenty (20) hours per week), FLSA non-exempt, at-will position. Schedules may change depending on the needs of the organization

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions and duties may be modified at any time at management's discretion. Typical duties may include, but are not limited to the following:

- Participates in the implementation of the vision, guiding principles, goals, objectives, priorities, policies and procedures of the Town of Clarkdale;
- Interacts with the public, tourists, elected officials, coworkers and business professionals on a regular basis;
- Provides information on Town services, activities and operations;
- Provides information pertinent to the use of the Town's outdoor recreational operations and activities, primarily the Verde River @ Clarkdale areas;
- Patrols areas on foot and by vehicle in order to inspect, safeguard, preserve, maintain and protect the areas;
- Promotes and enforces safety, preservation, stewardship and proper use of the areas;
- May perform trouble-shooting, minor maintenance or repair to Town property or natural habitat;
- Opens and closes, locks and unlocks facilities as needed;
- Assists in setting up and taking down equipment and preparing facilities for various events, activities and programs;
- Collects fees relating to area usage;
- Receives and participates in responding to inquiries and complaints relating to usage of related areas;
- Ensures proper processes of related rentals and activities;
- Collects and disposes of solid waste from grounds, picks up litter from related areas;
- Documents and maintains accurate records of work completed;
- Performs other duties and responsibilities as needed or assigned

MINIMUM QUALIFICATIONS

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance will be considered. A preferred applicant will have prior experience in natural resource management and/or in settings where enforcement of rules and regulations was required.

Special Requirements, Licenses, and Certificates

- Must possess a valid Arizona drivers' license (or ability to transfer an out-of-state license to Arizona immediately) and maintain an excellent driving record.

Knowledge, Skills and Abilities

- Ability to conduct basic troubleshooting and affect measured, appropriate actions;
- Ability to use basic hand tools;
- Ability to use multiple technologies as daily working tools;
- Ability to maintain a courteous, helpful and professional image in dealing with public, elected officials and coworkers;
- Ability to prepare and maintain accurate documents, records and reports;
- Ability to effectively communicate whether orally or in writing;
- Ability to maintain a courteous, helpful and professional image with individuals from various socioeconomic, ethnic and culturally diverse backgrounds;
- Ability to establish and foster effective working relationships;
- Ability to exercise initiative, apply sound judgment and produce reasonable recommendations;
- Ability to be flexible in the face of change.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Physical abilities to traverse uneven terrain and climb hilly areas;
- Vision sufficient to read technical, legal and regulatory documents, periodicals, computer screens, computer print outs, business correspondence, audio visual materials, and other documents encountered in the course of work;
- Hearing sufficient to hear conversational levels in person and over the phone or radio;
- Speech sufficient to make oneself heard and understood in person, in front of groups, in meetings, and over the telephone;
- Mobility sufficient to kneel, bend and stoop repeatedly, walk long distances, and safely work in both office settings and outdoor environments;
- Dexterity sufficient to safely operate equipment including computers and small hand tools;
- Strength sufficient to lift, carry and move sixty (60) lbs.;
- Endurance sufficient to sit, walk and stand for extended periods, and maintain efficiency throughout the entire work shift and during extended work hours.

WORKING CONDITIONS

- Work is regularly performed in outdoor weather conditions but may infrequently include an inside building environment;
- The noise level is varied but usual to that of rural outdoors or an inside building environment;
- The employee may be required to walk over uneven flooring or terrain;
- The employee may be required to work outside normally scheduled hours and/or assigned to report to a specific location for training and/or meeting attendance;

- While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- The Town of Clarkdale is a drug-free, smoke-free work environment.

SUCCESSFUL COMPLETION AND CLEARING OF A POST OFFER, PRE-EMPLOYMENT SCREENING PROCESS (AT THE TOWN'S EXPENSE) IS MANDATORY, CONSISTING OF DRUG TESTING AND BACKGROUND CHECK.

THE TOWN OF CLARKDALE IS AN EQUAL OPPORTUNITY EMPLOYER (EOE).

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Education and/or Experience

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Knowledge, Skills and Abilities

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PHYSICAL REQUIREMENTS

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