

Craig Colwart

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Vice Chairman

City of New Iberia
Municipal Government Employees Civil Service

William Kyle
Member

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Member

Marjorie Segura
Member



Posted: January 23, 2024

Announcement # 24-08

CONTINUOUS TESTING ON A COMPETITIVE BASIS
TO ESTABLISH AN EMPLOYMENT LIST FOR THE POSITION OF:
PARKS & RECREATION AREA SUPERVISOR / \$12.00 PER HOUR

A PROMOTION/OPEN LIST WILL BE ESTABLISHED OF ALL APPLICANTS WHO HAVE PASSED THE APPLICABLE EXAMINATION(S).

EXAMPLES OF WORK:

Position involves supervising and/or participating in regulation enforcement and monitoring of all activities in facilities and/or grounds. Monitors events, programs, and activities in facilities and/or grounds ensuring the adherence to all rules. May help with the activities that are being monitored. Participate in general cleanup of area being monitored. Represents city administration in interactions with patrons; intervenes if unsafe or inappropriate use occurs. Supervises part-time center supervisors, handles their scheduling and reporting of their payroll. Uses office equipment; including a computer to generate schedules. Performs related work as required.

MINIMUM QUALIFICATIONS:

- High school completion or equivalent; verification must accompany the application.
- Must be a qualified registered voter / copy of the voter of registration card must accompany the application.
- A valid Louisiana driver's license is required; and also must meet the general requirements of the City's auto insurance company.
- Basic knowledge of computers and skill in operating modern office equipment.
- Prior experience in scheduling of employees is desired.
- Must pass the civil service exam, the post-offer drug screen, physical, and functional pre-placement testing.

- **Benefits offered: Partially paid hospitalization, paid holidays, annual leave, sick leave, and retirement.**
- **Applications may be obtained and must be submitted to the Municipal Civil Service Department, City Hall - Room 203, 457 East Main Street, in New Iberia.**
- **The City of New Iberia does not discriminate against any person on the basis of sex, race, age, creed, religion, ethnicity, or handicap.**