

**CITY OF BELMONT**  
**PUBLIC WORKS BEAUTIFICATION COORDINATOR**  
**Salary Grade 11: \$38,314- \$57,571**

**GENERAL STATEMENT OF DUTIES:** The Public Works Beautification Coordinator is responsible for customer service, planning, implementation, coordination, and supervision of various programs and projects relating to improving the City's appearance and cleanliness. The coordinator promotes beautification efforts through public campaigns, contacts, and activities and integrates local programs into regional, state, and national programs on the professional level in partnership with non-profit and City organizations.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in the position performs a variety of tasks related to customer service, general education, and coordination relating to city beautification. Work requires excellent communication skills, initiative, organization, and social media competencies. Work is performed under the general supervision of the City's Public Works Director.

**ESSENTIAL JOB FUNCTIONS:**

- Plans, implements, coordinates, and supervises/monitors environmental programming and projects relating to the City's appearance and cleanliness.
- Plans and presents relevant programs to schools and many other community organizations. Prepares and distributes various reports and/or minutes.
- Prepares and distributes promotional literature, printing materials, and signage placement throughout the city.
- Coordinates broad-based city beautification and clean-up projects and events.
- Provides staff support to Keep Belmont Beautiful (KBB) and the Environmental Sustainability Boards (ESB) by attending meetings, posting on social media, tracking expenses, and managing projects.
- Prepares reports for the Public Works Director, City Council, ESB, and KBB Board. Prepares reports and applications for regional, state, and national organizations.
- Recruits and coordinates community volunteers for litter pick up events, flower bed maintenance, and outreach programs.
- Cultivates and/or helps attract board members to KBB and ESB.
- Serves as customer liaison for City sanitation services, including yard waste management.
- Answers phone calls, inputs work orders, and ensures high levels of service for the Belmont community.
- Coordinates Tree City and Bee City programs.
- Consults with and advises the Public Works Director of City appearance, programs, projects, or special events.
- Performs other related tasks as assigned by the Public Works Director.

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves sedentary work requiring the employee to exert up to 25 pounds of force occasionally and less force frequently. Physical activity related to this position may include reaching, standing, fingering, grasping, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures and use a computer terminal. An employee in this position is not substantially exposed to adverse environmental conditions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of generally accepted Governmental/State procedures; thorough knowledge of bookkeeping terminology, methods, procedures and equipment; working knowledge of customer services; standard operating practices involved in modern office operations and serving the public and businesses; working knowledge of computer operations and social media outlets; ability to deal effectively with the public in a tactful and effective manner; ability to create and maintain accurate records; skill in the use of variety of office machines and typing ability; ability to communicate effectively in oral and written forms.

**ACCEPTABLE EDUCATION EXPERIENCE AND TRAINING:** Completion of an associate's degree in business administration, public administration, sustainability, general studies, or similar program. At least two years of experience working in a local government or not for profit organization in a position where similar job functions were performed. Proven ability to exercise public relations, supervision and/or coordination of volunteer programs, community, school, civic, and business-related activities. Additional experience may substitute education requirements.

**ADDITIONAL REQUIREMENT:** Must possess a valid North Carolina driver's license. Must pass a drug screening prior to hire.

*Pre-Employment Drug Screening is required.*

**APPLY:** Submit application with resume online <https://www.cityofbelmont.org/jobs/> or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012.

*Equal Opportunity Employer*

**Position Open Until Filled**