

BOARD OF COMMISSIONERS

LIBERTY COUNTY

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100 Main Street, Suite 1320
HINESVILLE, GEORGIA 31313
(912) 876-2164 / FAX (912) 348-0090
www.libertycountyga.com



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JOB ANNOUNCEMENT

PROGRAM ASSISTANT

**Keep Liberty Beautiful
(Part-Time)**

The Liberty County Board of Commissioners is currently accepting applications for the part-time position of **Program Assistant** within the Keep Liberty Beautiful Department/Public Works. Applicants must have knowledge and skill for recruiting and retaining volunteers while continuously maintaining the social media platform to ensure community involvement is being seen by the public. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The Program Assistant is responsible for performing a variety of duties such as coordinating and scheduling volunteer activities, preparing and maintaining office reports and documents, actively recruiting volunteers, managing all social media platforms, and managing the Adopt Liberty Program. The successful applicant is also responsible for the upkeep of the department's vehicle and ensuring that supplies are ready for all program events. Plus other duties as required.

This is a part-time position working 20 hours per week. Pay grade: 9A (\$13.84/hour)

Employment applications may be obtained at the Liberty County Board of Commissioners' Office, 112 North Main Street, Room #2200, Hinesville, Georgia; or online at www.libertycountyga.com (under Quick Links: Employment). Completed and signed applications must be returned to that office no later than **5:00 P.M., September 13, 2019**. Selected applicants will be notified.

Liberty County Board of Commissioners is an equal opportunity employer.

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