JOB OPPORTUNITY BULLETIN

Harrison County affords equal job opportunity to all individuals, regardless of race, color, religion, sex, age or national origin.

Today's Date: August 26, 2026

Date Listing Will Close: September 2, 2026 at 5:00 p.m.

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Director**

Location / Department: **Beautification Commission**

Salary: **$38,000 annually**

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications / Experience: See Attached Job Description

HARRISON COUNTY PERSONNEL / HUMAN RESOURCES

1801 – 23rd Avenue, Second Floor, Gulfport Courthouse
Phone: (228) 865-4194 Fax: (228) 865-4162 www.co.harrison.ms.us

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

E.O.E. and A.D.A.

HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION

JOB TITLE: Beautification Director

DEPARTMENT: Beautification **FLSA STATUS:** Non-Exempt

REPORTS TO: County Administrator and Beautification Commission **POSITION CODE:** 8810

MAINTENANCE REVIEW DATE: 11/20/2024

This job description on should not he interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: The primary objective of this position is to implement, under the direction of a volunteer commission, Keep America Beautiful programs and similar programs in Harrison County.

ESSENTIAL JOB FUNCTIONS:

1. Coordinate programs in litter reduction, recycling and hazardous waste collection
2. Implement and coordinate educational programs for area schools
3. Encourage business and civic organizations to provide sponsorship donations, volunteers, and in-kind services
4. Develop promotional, educational, and public service advertising materials
5. Coordinate the Beautification agenda and take accurate minutes of commission meetings
6. Report and provide follow-up on complaints related to littering or related issues
7. Be available for after-hours (evenings and weekends) projects when required
8. Member of Keep America Beautiful.
9. Travel required as an affiliate throughout MS and the US.
10. Maintain an affiliation which requires attendance at events, creating new projects, participating in required webinars, training, etc.
11. Maintain good relations with all seven Beautification Commissioners as well as all five Board of Supervisors and coordinate projects in their districts.
12. Schedule appointments for the household hazardous waste site.
13. Attend and assist at our 2nd Saturday of the month household hazardous waste drop off events.
14. Working towards a certification on household hazardous waste site to run the site.
15. Responsible for the grant paperwork to run the household hazardous waste site.
16. Responsible for coordination of volunteers to work household hazardous waste site.
17. Coordination for the county's largest hazardous waste day "Bring It" event which is once a year.
18. Maintain and continue all established projects throughout the year.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Performs other related duties as required.

SUPERVISORY RESPONSIBILITIES: This position is a county department head classification with some supervisory responsibility and is the primary public contact for beautification programs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to prepare complete narrative and statistical reports
- Ability to represent the Harrison County with a high standard of professionalism and to serve as an effective facilitator of meetings
- Communicate regularly with the public through a variety of media including newsletter articles, email and phone
- Knowledge of computer fundamentals and business software, including spreadsheet and word processing software (Excel, PowerPoint, etc)
- Ability to communicate effectively, both orally and in writing
- Knowledge of all related safety procedures
- Knowledge in grant writing and implementation

ADDITIONAL REQUIREMENTS: A four-year degree in a related field with two years of experience is preferred but will consider a High School or equivalent with five to eight years of successful, full-time paid employment related to the above duties.

Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: $38,000.00

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles	✓	
Work involves the operation of tools such as axes, shovels, sling blades, etc.	✓	
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions	✓	
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions	✓	
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)	✓	
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓

This is an acknowledgement that I have read and understand this job description:

Signature: _____ ***Date:*** _____