

Title: **Director of Parks and Recreation**

Department: Parks and Recreation

Reports To: City Manager

FLSA Status: Exempt



The City of Van Alstyne is in search of a highly qualified Director of Parks and Recreation to take the city to the next level in planning parks, trails, activities, youth sports, etc.

### **Position Summary**

Under the direction of the City Manager or Assistant City Manager as assigned, the Director of Parks and Recreation is responsible for the daily upkeep and operation of all municipal parks as well as fields and grounds owned by the city. The work will be accomplished by city staff as well as contractors. The Parks and Recreation Director will maintain the quality and accessibility of spaces and programming. As a local city official, a Parks and Recreation Director stewards taxpayer money to enhance current park programs by offering high quality park upkeep, develops comprehensive plans to include future programming, park enhancements in keeping with the parks master plan. Additionally, the Director of Parks and Recreation will oversee Special Events and will be responsible for the planning and execution of all such events with the assistance of the Municipal Events Coordinator. Of critical importance will be the management of youth sports programming. While such activities are currently outsourced to the Van Alstyne Sports Authority, the Parks and Recreation Director will initiate the process of examining best method to assume as a city function, youth sports with the intention of migrating all such activities to city managed programs. The Director of Parks and Recreation will have full budget accountability for what is presently identified as Parks, Special Events and will formulate a budget for the operation of youth sports as a plan is developed for transition.

**The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.**

### **Essential Functions**

The following duties are typical for this position.

1. Creates, organizes, directs, and controls activities and operations of the Parks and Recreation Department, and coordinates with other governmental agencies and contractors on operations and maintenance projects.
2. Responsible for the development and monitoring of the annual Parks and Recreation Department budgetary projections and justifications and recommends changes to City Manager.
3. Develops and implements standard procedures for department operations.
4. Develops, implements, and maintains departmental work order system.
5. Supervises personnel; supervisory duties include scheduling, instructing, assigning, directing, motivating, monitoring, and evaluating the work of staff. Assess training needs, monitoring standards, coordinating activities, allocating personnel and recommending employee transfers, promotions, disciplinary actions and salary increases as appropriate.
6. Directs department training; trains employees on equipment operation, material installations, and proper procedures. Manages employee selection process and effectively hires; conducts staff and other meetings as necessary; reviews and approves employee timesheets; approves requested leaves and prepares employee evaluations.
7. Establishes appropriate staffing levels, effectively allocates resources and monitors effectiveness of policies and programs.
8. Identifies, directs, and implements departmental changes as needed.
9. Provides City Manager with complete and appropriate information regarding the department's activities as well as presenting staff reports and other pertinent information to City Council, boards, commissions and interested citizen groups.
10. Attends board meetings as assigned.
11. Maintains equipment accountability and enforces strict clean up.

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12. Ability to create and maintain inventory control systems and managing inventory programs.
13. Obtain field data, reviewing any claims, writing specifications for new employment and materials, selecting equipment, obtain price quotes; monitor the performance of contractors on maintenance or capital improvement projects.
14. Maintain good public relations.
15. Responds to inquiries and complaints from residents, vendors, contractors and consultants.
16. Interacts in a professional and respectful manner with City staff and the public.
17. Ensures a safe working environment internally and externally to the department.
18. Performs related work as required.

### **Knowledge and Skills**

1. Must possess a high school diploma or equivalent.
2. Must possess and continue to possess a valid Texas Class C Driver's License and/or for the type of vehicle(s)/equipment operated by the department.
3. Must possess a Texas Department of Agriculture Chemical Spray License or obtain upon hire.
4. Must possess a bachelor's degree in a related field.
5. Must have a minimum of 5 years experience in municipal management of Parks and Recreation.
6. Ability to work at a high level with limited direction with most of the work performed independently.
7. Experience with computer operations; knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.) applications.
8. Ability to maintain consistent attendance.

### **Physical Activities/Abilities**

The following physical activities 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 and expectations.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; and frequently required to use hands to finger, handle, or feel; occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. The employee will operate a motor vehicle and two-way radio. Specific hearing abilities required by this job include the ability to hear alarms and audibly identify the presence of a danger or hazard. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **Working Conditions**

The incumbent is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure and tact, patience, and courtesy. Position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Work is primarily performed indoors, although some work may be performed on-site at project locations with physical hazards that include adverse weather conditions, variable terrain, traffic, and construction equipment. Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

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**Compensation and Benefits**

Starting salary is commensurate with qualifications and relevant experience.

The Director of Parks and Recreation is a full-time exempt position.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age as well as restricted prior service credit.

12 paid holidays.

100% of employee health, dental vision, life, telehealth, tele-counseling, short/long term disability benefits paid as well as 50% of dependent health coverage!

For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

Candidates **MUST** successfully complete a background check (including criminal history), drug screening and pre-employment physical. All candidates **MUST SUBMIT CITY APPLICATION** and resume to be considered to: City of Van Alstyne, Attn: Human Resources, 152 N. Main Dr.; P.O. Box 247, Van Alstyne, Texas 75495-0247.