



## CITY OF INGLESIDE JOB DESCRIPTION

### Director of Parks and Recreation

**Department:** Parks & Recreation  
**FLSA Status:** Exempt  
**Effective Date:** 05/01/2023  
**Pay Grade:** 18

#### POSITION SUMMARY

Perform difficult professional work overseeing the planning, organization, and supervision of maintenance and operations of City parks, facilities, and recreation programs, and related work as apparent or assigned. This position is responsible for providing high quality professional service in all department interactions with customers. Work is performed under the general supervision of the City Manager. Department supervision

#### QUALIFICATION REQUIREMENTS

*To perform this job successfully, an individual must be able to perform each essential function*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Thorough knowledge of programs and activities to meet the needs of all segments of the community.
- Plans, organizes, and supervises the programs and operations of City events, parks, facilities, and recreation activities.
- Recruits and selects department personnel; assigns, directs, trains, and inspects the work of staff; rewards, disciplines, coaches, counsels, and evaluates staff performance; develops staff schedules; recommends transfers, promotions, suspensions, terminations, and demotions.
- Oversees the purchase and maintenance of supplies, materials, and equipment; coordinates the use of available equipment, materials, and staff to obtain maximum effectiveness and economy.
- Provides facility management and staffing for all public buildings and green areas such as concession, picnic, playing fields, pool, senior center, etc.
- Schedules and oversees all rental facilities; coordinates contracts and collects fees; coordinates with community groups and sports leagues.
- Prepares written detailed agenda items and cover letters for City Council meetings; represents the department; explains, justifies, and defends department programs, policies, and activities.
- Develops and administrates the department budget; recommends the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Develops, approves, oversees, and implements new recreation programs for senior and youth groups; oversees Departments childcare program.
- Meets with community and business groups to establish partnerships and educate and garner support for departmental programs and initiatives.

- Oversees the purchase and maintenance of supplies, materials, and equipment for all park programs; coordinates the use of available equipment, materials, and staff to obtain maximum effectiveness and economy.
- Oversees capital improvement and beautification projects.
- Complete assigned health and safety courses to create a safe work environment
- Must have strong presentational and social communication skills
- Thorough knowledge of computer programs such as microsoft 360 programs, adobe illustrator, incode etc.

**SUPERVISION RECEIVED AND EXERCISED**

- Works under the direction of the City Manager
- Departmental supervision

**EDUCATION AND EXPERIENCE REQUIREMENTS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education** Bachelor’s degree with coursework in recreation management, or related field preferred

**Experience** – 5-7 years of experience in Parks and Leisure Services, or equivalent combination of education and experience.

**License or Certificate** – Valid driver's license in the State of Texas.

**Special Requirements**

Possess or obtains Texas Certified Food Manger (CFM) and Certified Pool Operator (CPO) certifications within six months.

Possess or obtain Texas Department of Family and Protective Services (DFPS) Director certification within six months.

<b>Required Education</b>	Bachelor's Degree Preferred
<b>Required Experience</b>	Moderate or equivalent combination of education and experience
<b>Combination OK?</b>	YES

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

- Thorough knowledge of the principles, practices, equipment, tools, and materials used in park maintenance and construction.
- Thorough knowledge of forestry, landscaping, and horticulture as applied to parks and grounds areas.
- Thorough knowledge of aquatics and the physical operation of swimming pool and peripheral equipment.
- Thorough knowledge of the philosophies, principles, and practices of professional recreation work.
- Thorough knowledge of first aid, lifesaving methods, and safety precautions used in aquatic recreational work.
- Thorough knowledge of hazards and necessary safety precautions involved in construction work.
- Ability to prepare reports and maintain records.
- Ability to plan and supervise the work of subordinates.
- Ability to establish and maintain effective working relationships with associates, contractors, government agencies, local officials, parents, vendors, and the public.

<b>Admin.</b>	Reports
<b>Finance:</b>	Cost Accounts
<b>Finance:</b>	Department Budget
<b>Finance:</b>	Accounts Receivable
<b>Planning:</b>	Major Events
<b>Training:</b>	Child-care

## PHYSICAL DEMANDS

*The physical demands herein 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 these essential job functions*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires walking, reaching with hands and arms and repetitive motions and occasionally requires standing, sitting, climbing or balancing, tasting or smelling, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.
- Work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

<b>Weight:</b>	10 -50 lbs.
<b>Environment:</b>	Moderately Noisy
<b>Physical Activity:</b>	Moderate

### **Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date