

- Performs other related duties as assigned.

Required Knowledge and Skills:

- Comprehensive knowledge of all phases of community parks and recreation facilities and their operation and administration.
- Knowledge of the principles and methods of best practices in park planning, land management, turf management, development and general construction.
- Ability to build teamwork and effectively manage and supervise employees.
- Ability to analyze information and make recommendations
- Ensures effectiveness of Division employees in performing assigned duties through management, supervision, training, evaluation, and discipline;
- Knowledge of computers and related equipment, hardware and software to plan, develop, create advertisements, brochures and publications.
- Knowledge of City policies and procedures.
- Skill in public relations to solicit volunteer support, suggestions, and supplemental funding for division programs and activities.
- Skill in effective oral and written communications.
- Skill in planning and implementing divisional procedures and objectives.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Bachelors Degree in Park Planning, Landscape Architecture, Urban Forestry, horticulture or related field, **and** five (5) years of increasing responsibility and experience in park administration, park facility administration or related work, three (3) years of which is in a managerial or supervisory role; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screening and/or post-offer physical exam.
- Possession of or ability to obtain a State of Texas Drivers License.

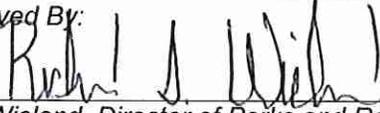
Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office, park, recreational facility, fitness center and athletic field environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to air and water borne pathogens, body fluids, and infectious diseases when applying CPR, First Aid or cleaning facilities.
- May be subject to extended periods of standing, sitting, walking over rough terrain, climbing ladders, bending, reaching, kneeling and lifting such as when reviewing plans, specifications, and conducting inspections.
- May be subject to working extended hours and responding to emergencies on an on call basis.
- May be subject to extreme weather conditions, hazardous chemicals and fumes, infectious diseases, air borne pathogens.
- Must be able to lift up to 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, standard recreational equipment, pool maintenance equipment, cleaning supplies and department vehicles.

Approved By:



Rick Wieland, Director of Parks and Recreation

02/24/2014

Date



Lauren Safranek, Director of Human Resources

02/24/2014

Date