

# City of Lockhart, Texas

## JOB DESCRIPTION

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Parks and Recreation Director

**Department:** Parks and Recreation

**Pay Grade:** 114

**FLSA Status:** Exempt

#### JOB SUMMARY

The Parks and Recreation Director performs a variety of complex professional and administrative work pertaining to the parks, recreation, and cemetery. Work includes organizing, planning, coordinating, evaluating, and directing the work of assigned staff, volunteers, and contractors to maintain and improve the City's parks, cemetery, pool, natural resources, and related facilities. It also assists with annual budget, writes and administers awarded grants, schedules athletic field activities, establishes/facilitates recreational activities, and marks/sells cemetery plots.

#### ESSENTIAL JOB FUNCTIONS

- Administers maintenance program for park facilities including pools; coordinates pavilion rentals and fees.
- Develops recreational opportunities for youth and adult programs.
- Prepares plans and specifications for related capital projects, including the development of long-term plans for community needs.
- Produces written reports, letters, and memos for presentation to the City Council, City Manager, other employees and residents as appropriate and necessary regarding Parks and Recreation operations.
- Develops a strategic plan to implement the vision coordinating activities with various other departments within the City. Work with the public, special interest groups, outside agencies and various boards, commissions, and Council for development of the vision.
- Responsible for the Parks, Recreation, and Open Space Master Plan, systematically recommends changes as needed, and implements projects within the plan.
- Administers maintenance and maintenance contract of City cemetery, which include various activities such as removal of dying/dead trees, leveling of cemetery head stones, and opening/closing of graves.
- Meets prospective buyers; sells, marks, and completes paperwork/payment on sale of cemetery spaces.
- Supervises and trains workers about City policies and procedures.
- Prepares for special events, including CTR, Dies Y Seis, Cinco de Mayo, Dickens on the Square, and Cross-Country events in the park; and other special programs and events.

- Assists in budget preparation and monitors budget for Parks and Recreation Department; orders supplies and equipment.
- Hires, schedules training and supervises lifeguards seasonally.
- Schedules and leases athletic fields for football, volleyball, little league, and adult programs.
- Schedules and budgets field operations.
- Creates recreational programming and events for the community; drives to various recreation programs to supervise and train employees; monitors programs; and provides related transportation.
- Speaks to community groups and City Council.
- Writes and submits grant proposals; administers grants awarded in this area; and coordinates with different organizations on shared grant programs.
- Provides staff support to the Parks Advisory Board.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's degree in Parks and Recreation Management or a related field with 3 years responsible experience in municipal government preferred, or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

- Certified Pool Operator (or obtain within twelve months of hire).
- Noncommercial Pesticide Applicator License (or obtain within twelve months of hire).

#### **Special Requirements:**

- Ability to maintain regular, reliable in-person attendance.
- Possess and maintain a valid Texas driver's license and a good driving record.
- Pass a physical exam prior to date of hire.
- Available to be on-call during weekends and holidays.

#### **Knowledge, Skills and Abilities:**

- Knowledge of the principles and practices of modern parks and recreation programs.
- Knowledge of equipment and facilities required in a comprehensive park and recreation program.
- Knowledge of the principles and practices of maintenance, construction, and use of public buildings and park facilities.
- Knowledge of community recreation needs and resources.
- Knowledge of local, state and federal planning agencies and funding grants.
- Ability to plan, organize, coordinate and implement an comprehensive community park and recreation program.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, and the public.
- Knowledge of general landscape maintenance work.
- Knowledge of pool maintenance work.

- Knowledge of City and Department rules, regulations, policies, procedures, and safety work practices.
- Knowledge of budgeting and management principles.
- Skill in operating landscaping equipment.
- Skill in communicating, both verbally and in writing.
- Ability to conduct research, gather data, analyze, and solve problems.
- Ability to deal with public concerns regarding parks and recreation programs.
- Ability to be work on weekends and holidays.
- Ability to hire, train, assign work, and evaluate the work of others.
- Ability to maintain predictable, regular, reliable in-person attendance.
- Ability to work weekends, special occasions, holidays, overnights, and overtime/time outside the typical workweek as scheduled or assigned.
- Ability to maintain composure with difficult or irate individuals.

**PHYSICAL DEMANDS**

The work is light work. The employee is frequently required to apply 10 pounds of force to move objects. The employee is occasionally required to exert up to 20 pounds of force to move objects. Additionally, the following additional physical abilities are required (Demand Code: C=Continuously, F=Frequently, O=Occasionally, R=Rarely):

O	• Climbing: Ascending, descending ladders, stairs, and ramps; requiring body agility.
F	• Grasping: Applying pressure to object with fingers or palm.
F	• Handling: Picking, holding, or otherwise working, primarily with the whole hand.
F	• Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction; receiving detailed information through oral communication; and making the discrimination in sound.
F	• Hearing 2: Receiving detailed information; making discrimination in sound.
O	• Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position, occurring to a considerable degree; requiring substantial use of upper extremities and back muscles.
F	• Manual Dexterity: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
F	• Mental Acuity: Making rational decisions through sound logic and deductive processes.
O	• Reaching: Extending hand(s) and arm(s) in any direction.
F	• Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to others accurately and concisely.
O	• Standing: Being erect particularly for sustained periods of time.
F	• Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other co-workers accurately, loudly, or quickly.
O	• Talking 2: Shouting to be heard above ambient noise.

C	<ul style="list-style-type: none"> <li>Visual Acuity 1: Having close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or reading extensively.</li> </ul>
F	<ul style="list-style-type: none"> <li>Visual Acuity 2: Verifying color, depth perception, or field of vision.</li> </ul>
C	<ul style="list-style-type: none"> <li>Visual Acuity 3: Determining accuracy or neatness; observing facilities/structures.</li> </ul>
F	<ul style="list-style-type: none"> <li>Visual Acuity 4: Having visual acuity to operate motor vehicles/heavy equipment.</li> </ul>
O	<ul style="list-style-type: none"> <li>Visual Acuity 5: Inspecting small defects or machines; using measurement devices; or fabricating parts.</li> </ul>
F	<ul style="list-style-type: none"> <li>Walking: Moving about on foot to accomplish tasks, particularly for long distances, or moving from one work site to another.</li> </ul>

**WORK ENVIRONMENT**

Work is partially performed in a relatively safe and secure work environment within a climate-controlled building, partially performed outside exposed to weather, and is dynamic in nature requiring the ability to be sensitive and responsive to change.

***The City of Lockhart has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor (or HR) Signature

\_\_\_\_\_  
Date