



---

# CITY OF JERSEY VILLAGE, TEXAS

---

16501 Jersey Drive



Jersey Village, Texas 77040

**Job Posting**  
**Director of Parks & Recreation**  
**Employment Application Required**  
**Resumes accepted only with a completed Employment Application**

---

<b>POSITION:</b>	Director of Parks & Recreation	<b>DATE POSTED:</b>	08/02/2017
<b>DEPARTMENT:</b>	Parks & Recreation	<b>FLSA STATUS:</b>	FT, Exempt

---

**DIVISION SUMMARY:** The Parks and Recreation Department consists of parks and recreation, building maintenance, golf course clubhouse, and golf course maintenance.

**JOB SUMMARY:**

The City of Jersey Village is seeking a Director of Parks and Recreation to manage, direct and coordinate the activities of the Parks and Recreation Department which includes parks and recreation, building maintenance for all municipal buildings, golf course clubhouse, and golf course maintenance.

Jersey Village has over 58 acres of Public Open Spaces, 14 acres of Natural Resource Open Space, and the Jersey Meadow Golf Course which is 126 acres, and the City Pool. The Director is also responsible for special events throughout the year.

The position directly supervises the Crew Leader, Building Maintenance Worker, Golf Professional, Administrative Secretary, Pool Manager and indirectly all other Department subordinates.

The total proposed budget for FY18 for all departments under the Directors supervision is \$3,202,095.

This position reports directly to the City Manager and is a vital part of the Executive Team.

**ESSENTIAL JOB FUNCTIONS:**

- Plans, organizes, and directs the operation of the Parks and Recreation Department.
- Develops general departmental policies for the operation, maintenance, and development of the various parks, recreation, building maintenance, and golf programs.
- Develops departmental goals to enhance the level of service to the community.
- Ability to develop relationships with representatives of Federal, State, County, and civic organizations and community members and other city departments on matters of parks and recreation facilities, services, sports leagues and coordination and operation of all recreation programs.
- Strong budgeting skills to prepare, review, analyze, and administer both annual operating and capital improvement budgets for all divisions of the department.
- Ability to manage all aspect of departmental projects and initiatives from writing the RFQ/RFP, to project design, and project implementation.
- Aptitude to initiate, develop, and administer a comprehensive recreation program in cooperation with, and utilizing the facilities of, other interested agencies and groups.
- Superior skills in preparation and presentation of reports and recommendations to City Council and other public and private bodies.
- Coordinate and attend all meetings of the Recreation & Events Committee and the Golf Course Advisory Committee.
- Adeptness to confer with, and advise City staff on all policies, activities, and problems relating to the activities and services of the department.

- Experience in grant writing and a successful track record of grant awards and grant management.
- Perform other related departmental duties as assigned.

In addition to the essential job functions the successful candidate must possess the following personal characteristics:

- Outstanding and visionary leadership to the department and City's future, demonstrating a high level of initiative, resourcefulness, creativity and problem solving skills.
- Outstanding people skills.
- Demonstrated record of successfully managing complex projects within a parks and recreation environment.
- Ability to work effectively as a team leader and a team member.
- Personal and professional integrity of the highest order.
- Sense of humor

### **Physical Requirements**

The physical demands 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.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 30 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSE:** The successful candidate will hold a Bachelor's Degree from an accredited college or university with major course work in recreation, landscape architecture, public administration, or related field, and five years of professional supervisory and administrative experience in a public park, recreation and/or golf program. Other combinations of experience and education that meet the minimum requirements, as determined by the City, may be substituted.

The applicant must possess or be able to obtain either the NRPA, "Aquatic Facility Operator" (A.F.O.) designation or the NSPF, "Certified Pool Operator" (C.P.O.) designation within 6 months.

Must possess a valid Texas Driver's License.

**SALARY INFORMATION:** Starting range \$82,947 to \$97,585 DOQ/DOE

### **APPLICATION DEADLINE:**

Qualified candidates should submit their cover letter, resume, and city application. The application is available on our website at [www.jerseyvillage.info](http://www.jerseyvillage.info). The position is open until filled, however interested applicants are strongly encouraged to apply no later than August 18, 2017.

E-mail applications to [hr@ci.jersey-village.tx.us](mailto:hr@ci.jersey-village.tx.us) or fax to (713) 466-2171. Physical address: City of Jersey Village, Human Resources, 16327 Lakeview Dr., Jersey Village, Texas 77040.

Applicants for this position selected as finalists will be subject to a criminal history/credit/driver's license check. The City of Jersey Village is an equal opportunity employer and values diversity at all levels of its workforce.

**EQUAL OPPORTUNITY EMPLOYER**