



CITY OF GRAPEVINE
Revision Date: Oct 4, 2018

Director of Parks & Recreation

Class Code:
PR-DIR

Bargaining Unit: Not Applicable

SALARY RANGE

\$54.76 - \$91.92 Hourly
\$4,380.86 - \$7,353.71 Biweekly
\$9,491.86 - \$15,933.04 Monthly
\$113,902.36 - \$191,196.46 Annually

JOB SUMMARY:

Overall responsibility for managing the operation, planning, development and maintenance of municipal park facilities and programs.

EXAMPLES OF DUTIES:

Through the direction of subordinate managerial and administrative staff, the Director of Parks and Recreation is accountable for planning, organizing and coordinating the following programs:

1. Provides fiscal responsibility for the department general fund budget including eight divisions, capital projects, lake parks enterprise fund and open space funds.
2. Provides support for the maintenance of approximately 1,500 acres of city-owned and leased parks, 140 acres of medians, rights-of-way and landscaped municipal facilities and public art. Provides the inspection, disease control, planting and removal of trees in municipal parks and facilities and right-of-ways. Provides support for the maintenance of flowerbeds for municipal parks, medians and facilities. Provides support for the maintenance of specialized recreational and parks facilities such as soccer fields, baseball/softball fields, in-line hockey rinks, swimming pools, hike and bike trails, botanical gardens, campground, boat ramps, beaches, etc.
3. Provides support for the acquisition, planning, design, development and rehabilitation of the municipal park system, including the lake parks.
4. Provides support for the development and implementation of community-wide recreational, arts and social programs and services for general and special populations.
5. Provides support for the development and implementation of diverse youth and adult sports programs. Provides programming, maintenance and operational assistance for designated recreational and sports facilities and complexes.
6. Prepares agenda memos and communications relating to the operations of the Parks & Recreation Department for the City Manager and City Council consideration and

approval. Establishes the agenda, support material and communications to the Parks & Recreation Advisory Board for consideration and approval.

Included in the scope of assigned accountabilities is the management and supervision of managerial and professional positions. These responsibilities extend to hiring, training, evaluations and discipline of subordinates; the preparation, presentation and monitoring of the department budget, the lake parks enterprise fund and the open space fund; the development of short and long-range goals and objectives and the development and implementation of department operating policies and procedures.

Within the policy and direction established by the City Council and City Manager, the Director of Parks & Recreation exercises a high degree of independent judgement and discretion in determining the scope of department programs and services.

REQUIRED SKILLS (SKA'S & REQUIRED EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS):

Requires a 4 year college degree in Parks & Recreation management or a related field preferably with a master's degree in business or public administration, a seasoned professional with 10 years experience in progressive supervisory responsible parks and recreation operations. Abilities to plan, organize and direct diverse department operations; to establish cost-effective recreation, sports, human services programs, communicate effectively verbally and in writing, to establish effective and cooperative working relationships. Must pass a criminal and credit background check, and have a valid Texas driver's license with an acceptable driving record as defined by City policy.

DISCLAIMER:

Employees Directly Supervised: Assistant Director of Parks & Recreation Administrative Coordinator

Employees Indirectly Supervised: 66.474 FTEs

Department Budgets

FY 14 Operating Budget - \$7,648,340

Lake Parks Special Revenue Fund - \$2,109,711

Quality of Life Capital Improvements - \$1,956,000

OTHER REQUIREMENTS:

1. Ensure the availability of safe, clean, and aesthetically pleasing parks and recreational facilities through the management and direction of effective maintenance and construction programs.
2. Ensure the availability of open space and rehabilitation of existing parks through the planning, development, and implementation of park system master plan. Ensure the availability of open space through the acquisition of land through purchase, lease or donation. Coordinate the design of new park development or rehabilitation projects; and the planning, prioritizing and contract management of capital improvement projects.

3. Ensure the satisfaction of the community's recreation, sports and social services activities through the development, implementation and management of general and special use recreation and sports centers and facilities, recreation and sports programming for all identified populations. Ensure the planning and implementation of marketing and fund-raising programs and the development and implementation of effective facilities maintenance programs.

4. Ensure the cost effective management of department operations through analysis and evaluation of recreational, sports and community program requirements; the development of short and long-range financial plans; the preparation, presentation and monitoring of budget expenditures.

5. Ensure effective management and supervision of subordinates through the hiring, training, evaluation and discipline of subordinate staff; the structuring and organization of position assignments to meet organizational needs; and the establishment of safe and efficient working conditions.