



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Tina Adams, Dripping Springs Ranch Park Event Manager

Council Meeting Date: 10.13.2020

Agenda Item Wording: Approval of the DSRP Part-time Ranch Hand job description

Agenda Item Requestor: Council Member Todd Purcell

Summary/Background: DSRP & the Event Center are going through operational transition. With the onboarding of Tina Adams, the DSRP Event Center Manager, business needs were quickly identified that if implemented would increase the overall success of operations and guest services at DSRP.

During the FY 2021 budgeting process, it was identified that additional help was needed weekly and during large events. Three part-time positions at 10 hours per week were approved in the budget and labeled Event Techs. Staff recommends the positions be Part-time Ranch Hands with similar job duties as Full-time Ranch Hands, but not including the use of heavy equipment. Two 15 hour per week or three 10 hour per week positions may be filled.

These positions will not only improve the overall quality of guest experience and event rental success, but also reduce the amount of labor expenses associated with overtime of the current ranch hand staff.

Additional Ranch Hands will allow for much needed labor to assist with set up and production of events at DSRP. This position will work collaboratively with the Full-time DSRP Ranch Hands and the Lead Ranch Hand to complete weekly duties related to upkeep of the facility and also provide the highest caliber of customer service to the patrons of DSRP.

DSRP Board Recommendations: Recommend Approval of the Job Description

Recommended Council Actions: Recommend Approval of the Job Description

Attachments:

DSRP Part-time Ranch Hand Job Description

Next Steps/Schedule:

1. Post opportunities on the City's website Employment page & Social Media site for two weeks.
2. Screen applicants for the best fit and greatest qualifications.
3. Invite candidates for an interview.
4. Make candidate selection and offer job.