



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Michelle Fischer, City Administrator

Council Meeting Date: July 6, 2021

Agenda Item Wording: Discuss and consider approval of a Job Description for Dripping Springs Ranch Park Assistant Manager Position.

Agenda Item Requestor: Kelly Schmidt, Parks & Community Services Director

Summary/Background: Kelly Schmidt, Parks & Community Services Director, recommends a restructuring of some of the DSRP job positions. She recommends the full-time DSRP Assistant Manager position be created and the full-time DSRP Guest Services position be eliminated. Currently, the full-time DSRP Event Center Coordinator position is vacant and is proposed to remain a position.

The proposed DSRP Assistant Manager position provides customer service to guests by assisting the Dripping Springs Ranch Park Manager (DSRP Manger) with overseeing the operations of the Dripping Springs Ranch Park and Event Center. Coordinates the work of others in the daily arena and park upkeep, facilities maintenance, and custodial duties at Dripping Springs Ranch Park and Event Center. Works closely and as a team with the DSRP Manager, Parks & Community Services Director, and Maintenance Director.

The DSRP Assistant Manager and DSRP Event Center Coordinator positions are planned to be filled with internal candidates.

Commission Recommendations: N/A

Recommended Council Actions: Approve job description for the DSRP Assistant Manager position.

Attachments: Draft job description.

Next Steps/Schedule: If approved, hire for the position.