



DRIPPING SPRINGS
Texas

**PARKS & COMMUNITY SERVICES
ASSISTANT DIRECTOR
FULL-TIME EXEMPT**

A. GENERAL PURPOSE

The Parks & Community Services Assistant Director will serve under the supervision of the Parks & Community Services Director and will oversee the operations of Dripping Springs Ranch Park, Recreation Programs, and Community Events. This position requires knowledge of recreation activities, community events, parks, maintenance and special projects, finance and budgeting, and policy and program administration.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists the Director in managing the operations of the Parks & Community Services Department.
2. Assists the Director in developing and maintaining policies and regulations pertaining to parks and recreation; ensures compliance with all local, state, and federal regulations and laws governing department activities.
3. Supervises assigned divisions by lending supervision and leadership to staff.
4. Coordinates city-wide special events. Responsible for the organization, implementation, coordination, and evaluation of programs and events.
5. Assists with construction, capital and special projects, as assigned.
6. Assists in management of the development and implementation of department goals, objectives, policies, and priorities for each assigned division; establishes, within City policy, appropriate services and staffing levels, and allocates resources accordingly.
7. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support functions, and internal reporting relationships; and identifies opportunities for improvement.
8. As assigned by the Parks & Community Services Director, acts as official department representative and provides assistance to other City departments and outside agencies.
9. Assists with selection, motivation, and evaluations of department staff; provides or coordinates training and works with employees to correct deficiencies; implements and

- administers disciplinary and termination procedures.
10. Assists Director with the department work plan and business plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures.
 11. Assists with managing and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, supplies, and projects; directs the monitoring and approval of expenditures; directs the preparation and implementation of budgetary adjustments as necessary. Identifies and helps procure resource opportunities such as grants and donations. Maximizes revenue production through creative programming, sponsorships, and quality control.
 12. As directed, coordinates department activities with those of other departments and outside agencies and organizations; prepares and presents staff reports and other necessary communications. Responds to and resolves sensitive inquiries, concerns, and complaints from both internal and external sources.
 13. Manages and monitors work performance through the assistance of other directors or administrators, including making recommendations on hiring and disciplinary actions, evaluating program / work objectives and effectiveness, and realigning work and staffing assignments as needed.
 14. Attends assigned boards, commissions and / or committee meetings including the Dripping Springs Ranch Park Board and Founders Day Commission, and takes necessary action.
 15. Develops and implements department safety and training programs, establishes programs that limit the severity and number of on-the-job injuries and accidents.
 16. Coordinates the use of recreation fields and facilities. Oversees a variety of contracts such as service agreements, license and rental agreements, management agreements, and other similar documents pertinent to the operation of the parks system.
 17. Stays abreast of new trends and innovations in the field of Parks and Recreation.
 18. Maintains harmony among staff and resolves conflicts / grievances; assists subordinates in understanding / performing duties; adjusts procedures, as needed; -coordinates internal and external work teams; and addresses errors and complaints.
 19. Works with the People and Communications Director on developing, implementing, and evaluating marketing and communications plans for the department's programs, events, and facilities, including website content, advertisements, sponsorship packages, social media posts, fliers, graphics, etc.
 20. Maintains certain records and reports as required.
 21. Deals tactfully and courteously with the public.
 22. Establishes and maintains effective working relationships with other employees, volunteers, park users, and the public.
 23. Performs other duties as may be assigned.

C. SUPERVISION

Works under the general supervision of the Parks & Community Services Director.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

1. Possession of a Bachelor's Degree in Parks and Recreation or related field with a minimum of five years of related experience or progressive supervisory experience required.
2. NRPA Certified Park and Recreation Professional or ability to obtain one within one year.
3. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle.
4. Knowledge of the parks and recreation industry and programming such as special events, sports leagues, facilities, aquatics, and park maintenance.
5. Excellent leadership, staff development, financial management and business management skills
6. Knowledge of municipal government planning and preparation, and public administration financing and purchasing regulations.
7. Excellent public relations, marketing, and public information concepts, practices, and skills.
8. Excellent communication and public speaking skills.
9. Ability to effectively plan, organize, and maintain records, implement written policies, and maintain good working relationships.
10. Ability to exercise good judgement and provide technical assistance to assigned staff and other city staff.
11. Ability to analyze problems and present appropriate recommendations.
12. Ability to complete attendance and accounting reports.
13. Ability to maintain regular and predictable attendance.
14. Standard First Aid and C.P.R. certifications required.
15. Ability to handle confidential and sensitive information while maintaining confidentiality.

E. TOOLS AND EQUIPMENT USED

General maintenance equipment, phone, calculator, computer, printer, and related software.

F. SPECIAL 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 accommodation may be made to perform the essential functions if needed.

1. Work is performed in indoor and outdoor settings. Some outdoor work is required in visiting various parks, community events, facilities, and other areas of the City. Must be able to work outside in all weather conditions and be able to lift a minimum of 50 pounds.
2. While performing the duties of this job, the employee is regularly required to move around the facility to perform functions and assist visitors; communicate effectively, and operate objects, tools, or controls. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.

3. Must be able to distinguish colors when working with equipment, identifying and understanding electrical panels, etc.; must be able to operate assigned vehicle or equipment.

G. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud with frequent interruptions.

H. WORK HOURS

This is a full-time exempt position. Core work hours will be set by the Parks and Community Services Director. This position includes weekend hours, evening and night hours, Holiday hours and during emergencies as assigned year-round and shares the responsibility for staffing the Event Center during these hours with Event Center staff. This position is exempt and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Parks and Community Services Director. Any compensatory time performed must be preapproved by the Parks and Community Services Director.

I. SALARY

Pay range is \$75,000 to \$85,000 annually. Salary is commensurate with the position. Pay days are those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

J. BENEFITS

Benefits shall be in accordance with those outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the employee's offer letter and subsequent revisions to the Manual.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age,

national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange accommodation, we encourage you to contact Assistant City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*