



## City of Denton Job Description

**Title:** Assistant Director of Parks and Recreation  
**Position ID:** GS4403  
**Department/Division:** Parks and Recreation/Park Planning and Operations Administration  
**Reports to:** Director of Parks and Recreation  
**FLSA Designation:** Exempt  
**Safety Sensitive:** No  
**DOT:** No

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**Definition:** Responsible for assisting the Director of Parks and Recreation in administration and supervision of the ~~Leisure Services Division~~ Park Planning and Operations Division

### Essential Functions:

- Understands, demonstrates, and supports the mission of the City of Denton and Parks and Recreation Department
- Fosters and promotes a workplace culture based on professionalism, collaboration, respect, and accountability
- Assists in the hiring, training, supervision, and evaluation of management staff and provides counseling and coaching to staff as needed; ensures compliance with all City policies and procedures
- Exercises sound judgment and takes responsible actions as a City representative during contact with the public, elected and appointed officials, developers, contractors, and other City employees
- Leads the development of departmental priorities objectives, goals, and actively seeks out new processes and technologies to help improve departmental efficiency and effectiveness
- ~~Fosters and promotes a workplace culture based on professionalism, collaboration, respect, and accountability~~
- Attends evening and some weekend meetings including but not limited to: City Council; Park Board; Public Art Committee; Neighborhood Meetings; City Council appointed Board and Commission public hearings; and other meetings as assigned-
- Oversees the maintenance and upkeep of all outdoor park facilities including grounds, restrooms, athletic fields, park shelters, playgrounds, cemeteries, etc. Works with Leisure Service and Facilities Services to ensure that repair and maintenance is completed in a timely manner
- Guides the organization in the overall planning of park spaces which include land acquisition, master planning, capital planning and construction
- Manages and monitors a variety of operations to ensure organizational excellence through transparency, accountability, and effective communication at all levels to facilitate employee development and the successful implementation of City and departmental objectives

**Asst Director of Parks Rec - GSXXXX - PARKS AND REC - PARK PLANNING AND OPERATIONS (updated 5-9-22) (002)Assistant Director of Parks and Recreation - GS4403**

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- ~~Develops and implements projects and programs for the Leisure Services Section and establishes broad priorities and work sequences including but not limited to: Strategic Plan; Quarterly and Annual year end reports; Develops and oversees the implementation of long-range goals and strategies addressing the need for park plan and facilities for the establishment of the facilities~~
- ~~Evaluates existing programs and services for effectiveness and impact and modifies as necessary.~~
- ~~Coordinates communication and projects between city departments and outside entities to assure effective and efficient use of resources of capital maintenance and construction~~
- ~~Develops and provides monthly reports on the activities of the Leisure Services Section~~
- ~~Exercises sound judgment and takes responsible actions as a City representative during contact with the public, elected and appointed officials, developers, contractors, and other City employees~~
- ~~Understands, demonstrates, and supports the mission of the City of Denton and Planning and Development Department~~
- ~~Manages projects and programs as assigned by the Director~~
- ~~Assists in the hiring, training, supervision, and evaluation of management staff and provides counseling and coaching to staff as needed; ensures compliance with all City policies and procedures~~
- ~~Coordinates activities between the Denton Independent School District and the City of Denton regarding joint utilization of school and community facilities~~  
Manages projects and programs as assigned by the Director
- Prepares and monitors the park planning and operations budget.

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**Additional Duties:**

- Performs other duties as assigned

**Minimum Qualifications / Acceptable Equivalency:**

- Bachelor's degree in business, public administration, accounting, or related field
- Ten years progressively responsible professional experience in Park Maintenance, Construction, Landscape Maintenance, Leisure Services, Recreation Administration or a related field

OR

- Master's degree in business, public administration, accounting, or related field
- Eight years progressively responsible professional experience in Leisure Services, Recreation Administration or a related field

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

**Core Competencies:**

- Ability to communicate effectively both verbally and in writing

- Ability to form and maintain effective relationships with coworkers and customers
- Ability to maintain regular and punctual attendance
- Ability and willingness to exercise forward thinking, prioritize, organize and accomplish work in alignment with established goals
- Knowledge of budgeting and finance principals
- Knowledge of business and management principles involved in strategic planning, leadership, and personnel management

**Conditions of Employment:**

- Must have a valid Class "C" Driver's License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class "C" driver's license and state required minimum automobile liability insurance within 30 days of hire per state law)
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check
- Must be able to work outside of regular business hours as required

**Preferences:**

- Bilingual in Spanish and English
- Prior senior management experience

**Physical Requirements:**

*Overall Strength Demands:* The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- Sedentary – lifting no more than 10 pounds
- ***Light – lifting no more than 20 pounds; carry up to 10 pounds***
- Medium – lifting no more than 50 pounds, carry up to 25 pounds
  
- Heavy – lifting no more than 100 pounds, carry up to 50 pounds
- Very Heavy – lifting more than 100 pounds, carry more than 50 pounds

*Physical Demand Codes:* The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for "how often":

- Y = Yes
- N = No
- E = extensive (100-70%)
- M = moderate (60-30%)
- I = infrequent (20-10%)
- A = almost never (<10%)

Task: Code:

- 1. Standing: M
- 2. Sitting: M
- 3. Walking: A
- 4. Lifting: A
- 5. Carrying: A
- 6. Pushing/Pulling: A
- 7. Overhead Work: A
- 8. Fine Dexterity: M
- 9. Kneeling: A
- 10. Crouching: A

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|------------------|----------------------|
| 11. Crawling: A  | 16. Vision: Y        |
| 12. Bending: A   | 17. Hearing: Y       |
| 13. Twisting: M  | 18. Talking: Y       |
| 14. Climbing: A  | 19. Video Display: Y |
| 15. Balancing: Y | 20. Other:           |

*Machines, Tools, Equipment and Work Aids:*

The essential functions of this position require the daily use of a computer and telephone.

*Environmental Factors:*

The essential functions of this position are performed in an office environment.

***This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.***

**Effective Date: 4/23/2016**

**Revision Date: [05/09/2022](#)**