



## City of Denton Job Description

<b>Title:</b>	<b>Director of Parks and Recreation</b>
<b>Position ID:</b>	<b>GS8005</b>
<b>Department/Division:</b>	<b>Parks and Recreation</b>
<b>Reports to:</b>	<b>Deputy or Assistant City Manager</b>
<b>FLSA Designation:</b>	<b>Exempt</b>
<b>Safety Sensitive:</b>	<b>No</b>
<b>DOT:</b>	<b>No</b>

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**Definition:** Responsible for planning, organizing and directing the work of the Parks and Recreation Department.

### **Essential Functions:**

- Plans, organizes, and directs the development of parks and recreation programs and facilities to meet the needs of the community
- Coordinates the department's activities with other local agencies and meets with groups, organizations and individuals to discuss parks and recreation programs and facilities that need improvements
- Coordinates departmental training and utilization of personnel
- Coordinates and cooperates with other City departments to effectively and efficiently provide total City services to the public
- Plans, organizes, and administers the annual budget and recreation fund of the department; monitors and approves all expenditures
- Develops and implements strategies to secure both City and non-City funding as necessary to accomplish the business and service objectives of the City, as related to parks and recreation department functions
- Prepares annual reports and maintains permanent records for evaluation
- Attends and participates in public functions and meetings to explain and promote departmental programs
- Plans and develops policies for the operation and maintenance of the various departmental facilities including parks, recreation centers, civic centers, swimming pools, athletic facilities, and horticultural and gardening areas and street medians
- Coordinates with and advises the Parks and Recreation Board on programs, facilities, maintenance and capital improvements; plans, coordinates, and administers capital improvements, federal grants, and aides
- Coordinates activities between the Denton Independent School District and the City of Denton regarding joint utilization of school and community facilities
- Provides leadership to innovative approaches
- Directs and implements long-range and short-range strategic planning activities for the department

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- Coordinates the City's Capital Improvements Program (CIP) which includes the planning and construction of new City facilities
- Works with other community groups or agencies to assure they are adequately informed about our services; develops and maintains cooperative arrangements with these groups
- Evaluates current organizational and community needs and makes suggestions for modifications within our organization to better serve the citizens of Denton
- Coordinates, chairs and participates in various internal and external committees
- Solves problems or addresses citizens' concerns that arise from citizens, City Council, City management, City staff or outside groups or agencies
- Develops and recommends short and long-range plans and programs for the entire parks and recreation department
- Acts on recommendations from subordinates, prepares and submits with justification capital equipment requests, operating plans and annual budget requests for the parks and recreation department
- Develops and/or approves subordinates recommendations regarding organizations procedures and guidelines; assures full distribution, understanding and integration of adopted procedures and guidelines within the department
- Reviews accomplishments of subordinates; may spot-check work in progress to assure conformity with goals and missions
- Councils subordinates in both positive and negative circumstances; takes or recommends appropriate disciplinary actions depending upon severity and frequency of the violation
- Maintains regular and punctual attendance

#### **Additional Duties:**

- Performs other duties as assigned

#### **Minimum Qualifications/Acceptable Equivalency:**

- Bachelor's degree in Parks and Recreation Management, Public Administration or other related field
- At least ten years of progressively responsible experience in a municipal parks and recreation department

**OR**

- Master's degree in Parks and Recreation Management, Public Administration or other related field with eight years of progressively responsible experience in municipal parks and recreation environment

**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 perform all job duties in a manner that is consistent with the City of Denton's mission to be a leader among cities in delivering outstanding quality services and products through citizen involvement, innovations and efficient use of resources. This includes the ability to manage projects,

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manage multiple priorities simultaneously, speak in public, analyze and develop policies and procedures, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals, resolve conflict, manage change and sensitive topics,

- Ability to demonstrate interpersonal skills as applied to interaction with coworkers, the general public, etc. sufficient to exchange or convey information and to receive work direction, prepare, administer and monitor departmental budget.
- Knowledge of management principles, public administration and governmental operations, applicable theories and principles related to area of assignment, strategy development principles and procedures, applicable federal, state, and local laws, rules, and regulations, program development and administration principles and practices, project management principles, conflict mediation principles, public relations principles, city required safety procedures
- Ability to manage projects, manage multiple priorities simultaneously, speak in public, analyze and develop policies and procedures, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals, resolve conflict, manage change and sensitive topics

#### Conditions of Employment:

- Must have a valid Class "C" Driver's License prior to employment
- Must pass a drug test, driver's license check, criminal history background check, and social security number verification check

#### Preferences:

- Bilingual in Spanish and English

#### 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%)

2. Sitting: E

3. Walking: I

4. Lifting: A

5. Carrying: A

6. Pushing/Pulling: A

7. Overhead Work: A

8. Fine Dexterity: E

9. Kneeling: A

10. Crouching: A

#### Task: Code:

1. Standing: I

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11. Crawling: A  
12. Bending: A  
13. Twisting: M  
14. Climbing: A  
15. Balancing: N

16. Vision: Y  
17. Hearing: Y  
18. Talking: Y  
19. Video Display: 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 with some work outside when providing instructions or inspecting the work of subordinates.

***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: 3/22/2002**

**Revision Date: 11/3/2017**