

CITY OF BURKBURNETT

Director of Parks and Recreation

<i>Job Title:</i> Parks and Recreation Director	<i>FLSA:</i> X <input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
<i>Reports To:</i> City Manager	<i>Revised:</i> 10-25-16

Summary of Essential Functions for the Position:
Plans, directs and coordinates the management of the Boomtown Family Aquatic Center, municipal park system, recreation programs and events, building maintenance, Community Center, and Cemetery. Manages the design, construction, maintenance and operation of municipal park facilities and recreation programs. Coordinates with the various sporting associations. Plans and directs the development and maintenance of the grounds, buildings and facilities for parks and recreational purposes. Has oversight of the Park and Recreation Board and the Cemetery Board. Does related work as required.

Qualifications / Knowledge / Skills / Abilities:
Thorough knowledge of the principles and objectives of parks and recreation administration. Considerable knowledge of a wide variety of recreational activities. Knowledge of the principles and practices of park and cemetery design, and construction and maintenance requirements. Ability to plan, direct and supervise a comprehensive parks and recreation program.

Educational / Experience and Training Guidelines:
Bachelor's Degree desired but may be substituted with 5 years progressive responsibilities, including supervision and project management. Texas Chemical Applicator License. Pool Operator License. Texas Class C Drivers License.

Physical Requirements / Environmental Conditions:
Average hearing is required to be able to communicate with the public. Ability to establish and maintain effective working relationships with others. Ability to make quick decisions. Ability to lift or exert forces equivalent to lifting 50 lb. Cope with large crowds and high noise levels. Must be able to work in hot and cold weather. Perform maintenance duties.

Job Duties and Responsibilities:
Responsible for developing and administering a comprehensive, year-round parks and recreation program, including the effective and proper maintenance of related areas, facilities and equipment. Work requires the development and planning of programs and facilities to meet the short and long term needs of the community, and assuring that program objectives are accomplished at playgrounds, swimming pool, cemetery and athletic fields. Ability to develop and maintain effective public relations. Effectively supervise people and manage resources. Supervision is exercised over permanent staff and a number of seasonal personnel. Work is performed under the general direction of the City Manager with considerable latitude for independent judgment and action. Performs related work as required.

<i>Employee Signature:</i>	<i>Date:</i>
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