

Job Description

Job Title: Parks & Recreation Director	Date Created: 3/2026
Department: Parks & Recreation	Date Revised: 3/2026
Job Code:	FLSA: Exempt
Grade: N/A - Executive	

Summary of Duties: Under administrative direction of the City Manager, the Parks & Recreation Director plans, directs, manages, and oversees all operations of the municipal parks and recreation system, with a specialized focus on sports complex development, athletic field readiness, and park rehabilitation/renovation projects.

This position provides executive leadership for capital improvements, ensures compliance with federal, state, and local laws, and delivers high-quality recreational services that enhance community health and quality of life.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodation so that qualified employees can perform the essential functions of the job.

- Plans, coordinates and directs the activities of the department including contracts for special projects.
- Direct all departmental operations including parks, trails, athletic facilities, and recreation programs
- Develop and implement departmental goals, policies, and strategic plans
- Advise City leadership, boards, and commissions on park development and recreation services
- Prepare and administer the annual operating and capital improvement budgets
- Oversee staff hiring, evaluation, training, and discipline
- Assist in planning, design, construct, and maintain sports complexes, athletic fields, and tournament facilities
- Develop field maintenance standards (turf management, irrigation, drainage, lighting, and scheduling)
- Coordinate with leagues, schools, and tournament organizations for facility use
- Ensure compliance with safety standards for sports surfaces and spectator areas
- Oversee field conversion, seasonal preparation, and large-event readiness
- Lead park renovation, redevelopment, and rehabilitation projects, including aging infrastructure upgrades
- Manage capital improvement programs (CIP), including design, bidding, and construction oversight, facility condition assessments and prioritize reinvestment strategies
- Coordinate with engineers, landscape architects, and contractors
- Pursue grants and funding opportunities for park improvements
- Oversee recreation programming, special events, and community engagement initiatives
- Ensure equitable access to parks and recreation services
- Establish partnerships with community organizations and sports associations
- Monitor service delivery effectiveness and implement improvements
- Develop long-term financial plans for park maintenance and sports complex sustainability
- Manage procurement, contracts, and vendor relationships
- Ensure proper accounting of revenues, fees, and expenditures
- Regular and consistent attendance for assigned work schedule is essential.

Marginal Duties:

- Performs other duties as assigned.

Typical Decisions: The incumbent establishes service level priorities and allocates resources accordingly. The incumbent establishes work objectives and performance measures and evaluates the performance against those measures. The incumbent edits and finalizes the content of recommendations, reports, and presentation materials for publication and public meetings.

Minimum Qualifications:

Knowledge of:

Skill in: Providing management, supervision, and direction to subordinate staff; communicating effectively both verbally and in writing; negotiating and resolving issues; operating a personal computer and related software and equipment.

Education: Bachelor's degree in Parks & Recreation Administration, Public Administration, Sports Management, Landscape Architecture, or related field

Experience:

- Minimum 5–8 years of progressively responsible experience in parks and recreation
- At least 3–5 years in a supervisory or management role

Demonstrated experience in:

- Sports complex or athletic field operations
- Park construction or rehabilitation projects
- Budget and capital project management

Licenses and Certifications: Certified Park and Recreation Professional (CPRP) or Executive (CPRE)

- Texas Pesticide Applicator License (if overseeing turf/grounds)
- Playground Safety Inspector (CPSI)
- Valid Texas Driver License
- Texas Class C driver's license (must obtain within 30 days of hire per state law).

Conditions of Employment: Must pass a drug test, driver license check, and criminal history background check.

Physical Demands and Working Conditions:

Employees work in the field where incumbents may be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, and mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and skills which may be required. The position also requires meeting the essential requirements of the Physical Demands and Working Conditions, with or without reasonable accommodation.