

WILLIAMSON COUNTY

DEPARTMENT: WILLIAMSON COUNTY PARKS

POSITION: PARKS AND RECREATION DIRECTOR

JOB SUMMARY: Plan, direct and review the activities and operations of the Parks and Recreation Department including the administration of recreation programs and the maintenance of County park areas; to coordinate assigned activities with other County departments and outside agencies; and to provide highly complex and responsible administrative support to the Commissioner's Court.

ESSENTIAL DUTIES: Develop, plan, and implement goals and objectives; recommend and administer policies and procedures. Direct, oversee, and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures. Supervise and participate in the development and administration of the Parks and Recreation Department's budget. Plan, direct, and review, through assigned personnel, all recreation activities including athletic programs, senior citizen programs, instructional and recreational classes, and special community events. Coordinate the development of new parks; negotiate the acquisition of parkland; participate in pre-development conferences with developers and Planning Department staff; work directly and coordinate activities with outside consultants. Respond to and resolve difficult citizen inquiries and complaints. Represent Williamson County on boards and committees; participate in professional groups and organizations. Assist in writing of grant proposals. Make presentation to organizations and Commissioner's Court. Perform related duties as assigned.

PHYSICAL DEMAND: Sitting, standing, walking, bending, vision, hearing, talking, lifting, carrying, and may require some climbing.

ENVIRONMENTAL FACTORS: Exposure to weather and chemicals. May work inside and/or outside. Possible use of County vehicles, calculator, telephone, tape recorder, radio and computer.

QUALIFICATIONS: Knowledge of modern and highly complex principles and practices of parks and recreation program administration. Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs. Recent developments, current literature, and sources of information related to community service program administration and implementation. Principles and techniques of budget development and administration. Computer applications. Ability to assess community needs and design, develop, and implement community service programs suited to the needs of the community. Interpret and apply County policies, procedures, rules, and regulations. Prepare and analyze parks and recreation program administration, reports, statements, and correspondence. Select, supervise, train, and evaluate personnel. Communicate clearly and concisely, both orally and in writing. Develop and administer a Department budget. Required: Bachelor's degree with major course work in public administration, parks administration, recreation administration, or a related field. Possession of, or the ability to obtain, a valid Texas Driver's License. Preferred: Six years of responsible parks and recreation program experience including two years of administrative and supervisory responsibility.