

## **Athletic Superintendent**

Plano Parks & Recreation is seeking an Athletic Superintendent to join the Parks Division leadership team to lead an experienced and seasoned athletics group. Desired candidate traits include confident leadership, strong communication, strategic thinking, technological knowledge, with strong understanding of athletic site program needs, scheduling, athletic field operations and maintenance, and park special use. The position supervises the use, operation, maintenance and renovation of more than 175 athletic fields. Currently the Athletic Superintendent also has oversight of pavilion reservations, park use permits, and special use parks, which include three dog parks, a skate park, and disc golf park.

Candidates need to apply through [City of Plano portal](#). A cover letter and resume are highly encouraged.

Athletic competition is critical to Plano's local tourism. Sports and tournament-related tourism generates over \$39 million annually in direct visitor spending <sup>(1)</sup>. Plano is recognized by the Sports Planning Guide as having world-class venues and support for sporting competitions. Some of the most popular parks for sports in the city's park and recreation system are Russell Creek, which is home to Plano Youth Soccer Association, one of the largest soccer programs in the country; Carpenter Park; Heritage Yards; and High Point Park <sup>(2)</sup>. The newly renovated Carpenter Park North has four (4) multi-purpose all-weather synthetic turf fields. Two (2) additional all-weather synthetic turf field installations are in planning phases for Russell Creek Park.

This is an exceptional opportunity for a committed professional to help lead Plano Parks & Recreation, a four time NRPA Gold Medal Award winner and CAPRA accredited agency. The City of Plano is committed to providing professional development opportunities. Plano is located in north Texas and has been recognized nationally for quality of life. <http://www.planotexas.org/178/The-Plano-Story>

### **Leadership**

Strong leadership skills are a must as the Athletic Superintendent directly oversees an Assistant Superintendent and Park Operations Administrator and 40 full time staff. The position also receives dedicated support from two administrative professionals in the Parks Division. Additional support is provided through contract service providers in both operations and maintenance.

This position oversees a complex and comprehensive operation that includes site programming, athletic grounds maintenance, and long range planning for 15 athletic sites, plus future site development. Plano currently has four new multi-purpose all-weather synthetic turf fields at the newly renovated Carpenter Park, with two additional all-weather synthetic turf field installations in planning phases for Russell Creek Park.

The Athletic Superintendent-should be a knowledgeable, consistent, and confident leader that ensures fair application of the Plano Athletic Field Ordinance in seasonal field allocation that takes place three times annually.-This position works extensively with multiple youth and adult sports organizations, tournament and special activity organizers and other user groups.

## **Communication**

Frequent communication with a variety of groups, such as event planners, sports operators, community stakeholders, citizens, contractors, and consultants.

Internal Collaboration with Park Planning, Visit Plano (CVB), Recreation Division, Parks Grounds Maintenance, Park Support, Special Events, and other City of Plano departments.

Field Maps, Marketing and Communication Materials and Media

Will be required to make presentations to citizens, boards, and other City departments.

## **Strategic Thinker**

Assigns field allocation (3x annually) with local sports operators, PISD, and other special use permit applicants. Multi-purpose field activity includes Cricket, Baseball, Football, Lacrosse, Soccer, Softball, etc.

Field Allocation planning combined with athletic site redevelopment and future site development.

Leverage technology to enhance daily operations and track performance trends.

Engagement with sports operations to understand local adult and youth trends, and CVB tournament trends.

Review of Athletic Site Use Ordinance will be required in late 2021/early 2022.

Succession planning and staff development related to Athletic Operations and Parks Division

## **Technology**

Experienced in Technology and capable of maximizing functionality of work order/asset management software (Cartegraph), ActiveNet reservation software, Musco Controls, and Motorola ICC irrigation controls.

Strong understanding of Microsoft Office Suite and ability to learn other City-software applications.

## **Budget and Data Analysis**

Responsible for \$6.25 million annual budget of combined revenue and expense accounts. Additional funding via capital maintenance fund, bond funds, and CVB vary by fiscal year.

Trend review and forecasting impacts related to usage, revenues, and expenses tied to field allocations, participating teams and player totals, attendance and staffing, maintenance, and turf recovery.

Field maintenance scheduling and multi-year planning to maximize life span of both natural turf fields and all-weather synthetic turf.

Pavilion reservation and special use permit trend analysis related to revenue, expense, and park impacts.

- (1) Trust for Public Land, 2017 <https://www.tpl.org/economic-benefits-plano%E2%80%99s-park-and-recreation-system>
- (2) "Plano Is the Place for Sports Events," Sports Planning Guide, accessed January 26, 2017, <http://sportsplanningguide.com/plano-is-the-place-for-sports-events/>