

Parks and Recreation Specialist

Job Summary: The purpose of this position is to manage, operate and maintain recreation facilities & programs year-round. This is accomplished by supervising and coordinating staff; planning, managing and marketing programs/events/facilities; preparing and monitoring budgets; and interacting with city departments/employees, other agencies, and citizens. This position requires a flexible schedule.

Principle Duties and Responsibilities: This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Manage aquatics, recreation, and reservation system operations and personnel including hiring, training, and scheduling of staff.
2. Effectively manage operations, programs, and marketing through proper allocation of staff, equipment, and budget.
3. Research, adjust, and implement best practices which relate to the needs of the department.
4. Create the necessary strategy and materials to market and promote facilities, programs, and events to ensure maximum media coverage and utilization.
5. Maximize revenue production through creative programming, sponsorships, and quality control.
6. Create, maintain and be accountable for accurate records, expenditure and revenue budgets, and cash handling.
7. Supervise the organization, implementation, coordination, and evaluation of special programs and events.
8. Monitor and ensure safety of staff and participants involved in programs and/or using facilities.
9. Maintain harmony among staff and resolve conflicts/grievances; assist subordinates in understanding/performing duties; adjust procedures, as needed, coordinate internal and external work teams, and address errors and complaints.
10. Respond to public inquiries, problem-solve, and work to provide positive public relations for the department and City.
11. Assist, as needed, with the delivery of departmental planning, operations, and policies.
12. Perform other duties as may be assigned.

Physical and Environmental Conditions: Duties are generally performed citywide in both outdoor and indoor settings. This is light to medium work requiring the successful candidate to lift or carry fifty (50) pounds occasionally and up to twenty (20) pounds frequently to move, lift and push objects. Must be able to climb, stoop, kneel, crouch, reach and handle objects. Must be able to stand, walk, and sit up to on (1) hour daily. This position is subject to outside environmental conditions, including extreme cold, extreme heat, hazards, and atmospheric conditions.

Education Certification and Experience Required:

- Possession of a High School Diploma or equivalent
- Possession of a Bachelor's degree, preferred
- Possession of a valid Texas Class C driver's license with acceptable driving record
- Lifeguard Instructor certification by Jeff Ellis & Associates, Red Cross, NASCO or equivalent, or obtain within first 6 months of employment

- American Red Cross Water Safety Instructor certification or obtain within first 6 months of employment
- American Red Cross Water Safety Instructor Trainer or equivalent certification is preferred
- Certified Pool Operator or Aquatic Facility Operator preferred or obtain within first 6 months of employment
- One year of related experience
- Some supervisory experience

Required Knowledge, Skills and Abilities:

- Knowledge of recreation operations, programming, and budgeting.
- Excellent communication skills.
- Good supervisory skills.
- Ability to effectively plan, organize and maintain records, implement written policies, and maintain good working relationships with people of all ages.
- Ability to exercise good judgment and provide technical assistance to assigned staff and other city staff.
- Ability to work with money; adding, subtracting, counting.
- Ability to fill out attendance and accounting reports.
- Ability to maintain a flexible work schedule to include weekdays, evenings and weekends.
- Ability to maintain regular and predictable attendance.
- Ability to operate and use a computer, copier, fax, calculator, camera, safety equipment when using chemicals at facilities, pool filtration equipment, pool vacuum.

Special Requirements:

- Must maintain a flexible work schedule to include weekdays, evenings and weekends.

\$1347.31 bi-weekly
Excellent Benefits

The City of Kerrville is an Equal Opportunity Employer. A City of Kerrville application is required. Resumes are considered additional information, and accepted with a completed City application. Applications may be obtained from this website, www.kerrvilletx.gov, or Kerrville City Hall.