



1200 East Broad Street, 2<sup>nd</sup> Floor Human Resources  
Mansfield, Texas 76063  
Telephone: 817-276-4267  
Fax: 817-473-7487  
Email: [applymansfield@mansfieldtexas.gov](mailto:applymansfield@mansfieldtexas.gov)

**JOB CLASSIFICATION:** Assistant Director  
**DEPARTMENT:** Parks and Recreation

**SALARY:** \$100,000-\$120,000 DOQ  
**Full-time / Exempt**

**JOB DESCRIPTION:**

Under nominal direction, manages and directs the maintenance of the City's parks, trails, open spaces, facilities, municipal building grounds, medians and rights-of-way. Manages multiple programs including the recreation center, nature education, special events, athletics, and youth, teen and senior services. Assists the Director of Community Services in managing the Parks and Recreation department and serves as Director in their absence.

**EXAMPLES OF WORK TO BE PERFORMED:**

- Direct and supervise the performance of a diverse team. Lead organizational learning and improvement based on the establishment, tracking, and interpretation of performance measures.
- Provide operational direction for General and MPFDC Fund parks, facilities and programming. Analyze and measure the effectiveness of facilities and resources with respect to long and short-range objectives. Supervise auditing functions focused on compliance with standardized operational practices and procedures.
- Prepare strategic, business and work plans based on customer requirements and priorities for serving the needs of a diverse community. Communicate plans and resource priorities to staff and community stakeholders.
- Prepare and track complex budgets that accurately reflect organizational needs and priorities. Prepare new program, feasibility and financial reports to justify and support service unit programs and operations.
- Identify and present to management team, Park Board and City Council trends related to parks and recreation operations and programs, strategies and mission including, but not limited to, improving safety for our residents and patrons, enforcing park rules and ordinances, providing a higher quality of life through park programs and enterprises.
- Oversee contract negotiations, professional services agreements, construction administration, and project bidding processes.

**OTHER DUTIES:**

Please note this job description is not designed to cover or contact a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**REQUIRED KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of park maintenance, recreation programming, public recreation and park administration practices, and the ability to apply them effectively
- Knowledge of project management skills and the ability to resolve complex problems and issues
- Knowledge of budget development, governmental accounting, purchasing, contracting principles and procedures, and ability to prepare, evaluate and monitor the division budget and report preparation
- Knowledge of asset and work order management systems
- Knowledge or ability to learn and apply City ordinances, rules and regulations pertaining to public parks
- Knowledge of customer service standards and procedures
- Knowledge of public and customer survey methods and analysis
- Knowledge of human/public relations practices and techniques
- Knowledge of revenue-based recreation facilities
- Knowledge of marketing principles and practices
- Skill in long-range planning, public presentations, program coordination, and contract negotiations
- Skill in developing, reviewing, and implementing programs and policies related to the development, maintenance and capital improvement of parks and facilities
- Skill in analyzing and evaluating policies, procedures, services and parks in order to develop recommendations for improvement
- Skill in using effective verbal and written communication techniques with the public, City management, City Council, citizen groups and various committees
- Skill in working in a team atmosphere and participating on a variety of departmental and City-wide committees to enhance the provision of all City services
- Ability to coordinate, direct and supervise the work of professional and skilled trades personnel
- Ability to act independently, exercise discretion, make sound decisions based on experience and/or judgment, and develop alternate solutions to problems as necessary
- Ability to coordinate multiple tasks effectively under minimal supervision
- Ability to conduct technical research/benchmarking and present findings in a clear and concise manner
- Ability to operate a variety of office equipment including but not limited to PC, various computer software, copiers, telephone, fax machine, calculator
- Ability to work a flexible work schedule, including evenings and weekends

**REQUIRED EDUCATION, TRAINING AND EXPERIENCE:**

- Bachelor's Degree from an accredited college or university in Business, Public Administration, Park Administration, Recreation Administration, Horticulture, Landscape Architecture, or a related field

- A minimum of five years of experience in an administrative position with direct responsibilities for planning, developing and managing parks and recreation programs and facilities
- Experience required in effectively managing employees and developing work systems
- Extensive knowledge of modern principles, policies, and programs for providing recreational services
- Considerable knowledge of public administration
- Considerable experience in managing large and multi-directional budgets with an emphasis on planning and programming
- Possession of a valid Texas Operator's License, Class C

**DESIRED TRAINING AND EXPERIENCE:**

- Master's Degree
- Certified Park and Recreation Professional
- Certified Playground Safety Inspector
- Career history of serving communities of similar size and growth expansion

**ESSENTIAL PHYSICAL FUNCTIONS:**

**1. The physical activity of this position**

- Reaching. Extending hand(s) and arm(s) in any direction
- Standing. Particularly for sustained periods of time
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling
- Grasping. Applying pressure to an object with the fingers and palm
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.

**2. The physical requirements of this position**

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**3. The visual acuity requirements including color, depth perception, and field vision.**

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

**4. The conditions the worker will be subject to in this position**

- None. The worker is not substantially exposed to adverse environmental conditions.

**AMERICANS WITH DISABILITIES**

The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodation to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The City of Mansfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post-offer employment drug test and /or physical.

**MANSTFIELD**  
**T E X A S**