



The City of San Antonio seeks a dynamic and visionary leader that exemplifies our core values of Teamwork, Integrity, Innovation and Professionalism for the position of:

Assistant Director— Parks and Recreation



Assistant Director Parks & Recreation

The Position

The Assistant Director of Parks and Recreation is responsible for assisting the Director and the Department in planning, directing, and overseeing the activities and operations of the Parks & Recreation Department. This includes managing operational divisions in-charge of sanitation, skill-craft and trades, building maintenance, water way and trail maintenance, natural resources and land management and park planning and construction. Coordinates assigned activities with other City departments and outside agencies and provides highly responsible and complex administrative support to the Director's Office, Boards and Commissions, and City Manager's Office. Exercises direct supervision over assigned staff.

The Department

The San Antonio Parks and Recreation Department operates the City's recreational and cultural programs and maintains more than 240 City-owned parks including swimming pools, gymnasiums, historic cemeteries, sports facilities, recreation centers and the Botanical Garden and Conservatory. The department is responsible for the maintenance of 15,337 acres of park land, including more than 150 miles of walking, hiking, and biking trails.

Essential Job Functions

- Assists in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels..
- Assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; negotiates and resolves sensitive, significant, and controversial issues.
- Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies.
- Assists in planning, directing, and coordinating, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
- Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; assists in directing the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
- Assists in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications.
- Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding the field of park and recreation services.





Qualifications

The ideal candidate will have:

- Bachelor's Degree from an accredited college or university with major coursework in Parks and Recreation Administration, Business Administration, or a related field.
- Eight (8) years of increasingly responsible professional experience in the parks and recreation arena including five (5) years of administrative or supervisory responsibility at a senior management level, (i.e. superintendent, assistant director, director or compatible position).
- Or Equivalent combination of education and experience.

Knowledge, Skills and Abilities

- Knowledge of operational characteristics, services, and activities of parks and recreation programs.
- Knowledge of advanced principles and practices of municipal budget preparation and administration.
- Knowledge of principles of supervision, training, and performance evaluation.
- Knowledge of organization, function, and authority of various City departments.
- Knowledge of parks and leisure services and their effect on the overall quality of life in the community.
- Knowledge of methods, materials, techniques, and equipment used in Parks and Recreation Department operations and activities.
- Knowledge of trends, current literature, and sources of information regarding parks and recreation services.
- Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.
- Ability to analyze problems, provide alternatives, identify solutions, and implement recommendations in support of established goals.
- Ability to identify and respond to community and City Council issues, concerns, and needs.
- Ability to communicate clearly and effectively.
- Ability to prepare and present clear and concise administrative and financial reports.
- Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.
- Ability to negotiate contracts and agreements with a variety of public and private interests.

The Community

Located in south central Texas approximately 140 miles north of the Gulf of Mexico, the City of San Antonio has a population of more than 1.32 million. The seat of Bexar County, San Antonio is the seventh largest city in the United States and the second largest city in Texas.

Strong leadership have helped San Antonio become one of the top performing cities in the country. In fact, San Antonio is the only major US city with a AAA bond rating from all three rating agencies.

The City of San Antonio offers its residents one of the most attractive and affordable lifestyles in the United States. A plentiful supply of high-quality housing, and low utility rates to owners are among the substantial cost-of-living advantages of this culturally unique city.

The world famous River Walk is the single most visited site in all of Texas. The second most visited Texas site is the historic Alamo, only a short distance away from the River Walk.

Major theme parks include Sea World of Texas and Six Flags Fiesta Texas. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the four-time National Basketball Association Champions.

The City Government

The City of San Antonio has a Council/Manager form of government. Ten Council Members are elected from single-member geographic districts and the Mayor is elected at-large. The City Council appoints the City Manager, who appoints all officials in executive positions of the City, with the exception of the City Clerk, City Internal Auditor, Presiding Judge and Municipal Judges.

Compensation & Benefits

Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

Executive Car Allowance – Executives receive a monthly car allowance of \$500.

Cell Phone Allowance – Executives receive a monthly cell phone allowance of \$70.

Health Care – The City offers two health care plan options consisting of two Preferred Provider Organization (PPO) medical plans, which offers employees a choice of deductible, co-insurance and co-payment levels.

Retirement – City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes 2 times employee contribution. Employees become 100% vested after 5 years of service.

Deferred Compensation – The City offers two voluntary Section 457 Deferred Compensation programs to employees. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.

Life Insurance – Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one (1) times employee's annual salary.

Holidays – 13 Holidays

Leave/Vacation – City Employees receive Annual and Personal leave; accrual based on seniority.

Relocation Assistance – Available.

To Apply

If you are interested in this outstanding opportunity, please send cover letter, resumé, references and salary requirements to:

saexecsearch@sanantonio.gov

Position is open until filled. First review of resumes will be September 12, 2016.

Upon receipt, resumes will be screened in relation to the criteria outlined in this brochure. Candidates selected for interview will be contacted by the City of San Antonio's Executive Recruiter.

For additional information please contact:

Joel Jenks, Executive Recruiter
City of San Antonio
Human Resources Department
P.O. Box 839966
San Antonio, TX 78283
Phone: (210) 207-5173

Please note: Under the Texas Public Information Act, information from your resume may be subject to public disclosure.

