



Position Description

Position Title:	Parks and Recreation Manager	Position Code:
Department:	Parks and Recreation	
FLSA Status:	Exempt	
Revised:	02/15/2018	
Emergency Status:	Emergency Non-Essential	
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Organization:	City of South Padre Island	
Address:	4601 Padre Blvd, South Padre Island, TX 78597	
Work Location:	Community Center	
Web Address:	www.MySPI.org	
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Leadership

Supervisor: Assistant City Manager

Position Purpose

This position is responsible for planning, implementing, managing, organizing, coordinating, evaluating and administering parks and recreation programs that generally include athletic, cultural, educational, environmental and special events. While managing all aspects of the Community Center and city parks, this position is particularly responsible for interpreting the objectives of and creating enthusiasm for parks and recreation programs among staff, community groups, volunteer organizations and citizen committees.

Essential Functions

- Coordinates parks and recreation programs; confers with other related staff members to plan and develop program schedules; evaluates schedules in light of community needs and adjusts schedules accordingly.
- Coordinates Community Center programs, activities and events. Identifies the need the program or activity will address; determines target audience for program; oversees program development; involves key community leaders and organizations; monitors timelines and goals; reviews program marketing and advertising efforts; and reviews program effectiveness.
- Maintains a calendar as it relates to the use of the Community Center.
- Programs and coordinates events at the Community Center that will enhance the quality of life of South Padre Island residents.
- Ensures all facilities are safe, clean and ready to use.
- Tours parks and recreational facilities to observe effectiveness of maintenance and ground keeping efforts, this position coordinates with other staff members in planning for maintenance, special events and programming needs.



- Stays abreast of Americans with Disabilities Act (ADA) regulations and responds to requests for reasonable accommodation within parks and recreation facilities.
- Assists promoters and event managers with the organization and coordination of Parks and Recreation organized events.
- Provides leadership, writing, development, and direction in the development of short and long range plans, gathers, interprets, and prepares data for studies, reports and recommendations, coordinates department activities with other departments and agencies as needed.
- Manages the Community Center, which includes its uses, related fees and clean-up.
- Assist in the creation of policies and procedures related to the Community Center and monitors compliance and recommends updates and changes as needed.
- Makes presentations to boards, civic groups and the general public as requested.
- Determines work procedures, expedites workflow, studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Determines material, equipment, facility, staff and supervision or instruction needs for each event and coordinates with other staff members.
- Responds to public inquiries about special events made by telephone, correspondence or during public meetings pertaining to the Community Center and the Parks and Recreation program.
- Liaison for coordination of public services (fire, police and public works) in regards to local special events and required Special Event Permits. This includes reviewing all details (as per City's codes and ordinances) prior to submission.
- Serves as the staff liaison for the Parks and Keep SPI Beautiful Committee which includes all administrative support, agenda and packet creation and posting, preparing minutes and other duties.
- Works closely with the Planning Director in meeting its grant related programmatic goals and objectives.
- Obtain bids and/or order supplies and equipment and provide financial report preparation as needed.
- Develop marketing and communication materials related to parks and programming.
- Use social media to promote and educate regarding the Parks Department.

Secondary Functions

- Performs a variety of miscellaneous duties such as answering phones, typing correspondence, running errands, picking up supplies needed for activities, etc.
- Serves as a member of various employee committees as assigned.
- Performs all other duties as assigned.

Capital and/or Fiscal Responsibility



- Responsible for adhering to all City of South Padre Island Purchasing Policies while performing purchasing tasks.
- Provides information and recommendations to the Directors and related Boards and Committees during budget planning process.
- Assures that assigned areas of responsibility are performed within budget, performs cost control activities, monitors revenues and expenditures in assigned area to assure sound fiscal control, prepares annual budget requests, and assures effective and efficient use of budgeted funds, material, facilities and time.
- Develops, presents and maintains departmental budget and purchasing.

Credentials (minimum preferred)

Knowledge/Skills/Abilities

- Considerable knowledge of special events planning and administration.
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community events program as they relate to beach, bay and street venues.
- Skill in operation of listed tools and equipment.
- Ability to develop, coordinate and direct varied activities involved in a special events permitting program.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors, contractors, participants and the general public.
- Ability to work a flexible schedule to include: nights, weekends, holidays and long hours.
- Ability to communicate effectively verbally and in writing.

Formal Education/Certification/Licenses

- Graduation from a four (4) year college or university with a degree in recreation, communications or a closely related field or experience equivalent.
- Valid Driver's License or ability to obtain one.

Prior Experience

- Three (3) years of related experience or any equivalent combination of related education and experience to be determined appropriate by the employer.

Language Requirements

- Bilingual: English and Spanish preferred but not required.

Tools and Equipment Used

Personal computer including specialized software; calculator; copy and fax machine; phone, mobile or portable radio; automobile; and camera.



Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment changes depending on the scheduled work. Work environment is normally located inside an air-conditioned office although at times the employee will be required to be in outside conditions for periods of time frequently throughout the day where the employee may be exposed to extreme heat, cold, wet, windy or humid conditions. The storage area for collateral materials and displays is located upstairs where the employee may experience exposure to dusty and very loud noises. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field. While performing the duties of this position the employee will be exposed to direct sunlight on an occasional basis.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Acknowledgement

This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted or changed at anytime, and the discretion of Management, formally or informally, either verbally or in writing. I have read and understand the duties required of this position and further affirm that I am physically and mentally able to perform the duties as described.

Employee (print name): _____

Employee (signature): _____



Date: _____