

# Employment Opportunity: Parks & Leisure Services Director



## Human Resources Department

The City of Rockport is accepting applications for a **Parks & Leisure Services Director** in the Parks department. This position is responsible for directing the operations of the Parks and Leisure Services Department. Major duties include: plans, organizes, and directs the management of Parks and Leisure Services facilities, grounds, programs and services; develops, implements and administers department goals, objectives, policies and procedures; establishes the appropriate service and staffing levels and allocates resources accordingly; selects, trains, schedules, assigns, directs, supervises, evaluates and disciplines personnel; prepares, oversees, and monitors annual operating and capital improvement budgets; tracks revenues and expenditures; studies local conditions and develops plans to meet the needs of the public; prepares agenda items and makes presentations to the City Council; oversees facility construction and improvement projects; develops requests for proposals; provides managerial and technical recommendations; collaborates with consulting engineers and architects; serves as staff advisor for boards and committees; prepares board/committee meeting agendas and minutes; plans, organizes, and executes special events and programs for the community; plans, develops and implements marketing strategies; analyzes and recommends fees and charges for facility use, programs, events and concessions; prepares park facility use and rental license agreements, concessionaire contracts, and program instructor contracts; identifies and prepares grant applications and administers received funds; and performs related duties.

Must have a bachelor's degree in a course of study related to the occupational field; experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience; an equivalent combination of education, training and/or experience may be considered. Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated. Possession of or ability to readily obtain a Certified Pool Operator Certification, Playground Safety Certification within one year of accepting the position. Certified Arborist preferred and or the ability to obtain certification within one year of accepting the position. Must be available to the public and employees on weekends and holidays for regular direction of staff; and as needed for special public and or planned park events. Must be able to motivate all employees and create future park programs and events. Must have the ability to plan for future public park needs for a growing community.

Salary range is \$39.08 to \$58.89 depending on qualifications, plus benefits. Employment applications may be obtained from Rockport Service Center, 2751 S.H. 35 Bypass, between the hours of 8:00 a.m. and 4:00 p.m. or online at <https://rockport.seamlessdocs.com/f/generalapp> or scan the QR code to the right. A negative pre-employment drug test and pre-employment physical are required as part of the City of Rockport employment process. The City of Rockport is an EOE/ADA employer. Position open until filled, however, the vacancy may close without notice.





## **Parks and Leisure Services Director**

Parks and Leisure Services

PLS-PK/1  
Grade: 24

### **JOB SUMMARY**

This position is responsible for directing the operations of the Parks and Leisure Services Department.

### **MAJOR DUTIES**

- Plans, organizes, and directs the management of Parks and Leisure Services facilities, grounds, programs and services.
- Develops, implements and administers department goals, objectives, policies and procedures; establishes the appropriate service and staffing levels and allocates resources accordingly.
- Selects, trains, schedules, assigns, directs, supervises, evaluates and disciplines personnel.
- Prepares, oversees, and monitors annual operating and capital improvement budgets; tracks revenues and expenditures.
- Studies local conditions and develops plans to meet the needs of the public.
- Prepares agenda items and makes presentations to the City Council.
- Oversees facility construction and improvement projects; develops requests for proposals; provides managerial and technical recommendations; collaborates with consulting engineers and architects.
- Serves as staff advisor for boards and committees; prepares board/committee meeting agendas and minutes.
- Plans, organizes, and executes special events and programs for the community.
- Plans, develops and implements marketing strategies.
- Analyzes and recommends fees and charges for facility use, programs, events and concessions.
- Prepares park facility use and rental license agreements, concessionaire contracts, and program instructor contracts.

- Identifies and prepares grant applications and administers received funds.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city and departmental policies and procedures.
- Knowledge of the principles, practices and methods used in parks and recreation administration, the management of programs and activities, and the acquisition and maintenance of facilities.
- Knowledge of budget management principles.
- Knowledge of project management principles.
- Knowledge of personnel management principles.
- Knowledge of public relations principles and practices.
- Knowledge of modern office procedures and equipment.
- Knowledge of computers and job-related software programs.
- Knowledge of landscape design is preferred.
- Knowledge of community pool operations.
- Knowledge of playground safety and construction.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The City Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include advisory board charters, inter-local agreements, Texas Department of Health policies, grant requirements, and city and department policies and procedures. This position develops department guidelines.

## COMPLEXITY / SCOPE OF WORK

- The work consists of varied management and supervisory duties. The varied needs of the community contribute to the complexity of the work.
- The purpose of this position is to direct parks and leisure services programs and services. Successful performance ensures the efficient and effective delivery of those services to city residents.

#### CONTACTS

- Contacts are typically with co-workers, contractors, vendors, elected and appointed officials, community groups, and the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

#### PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, stooping or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Parks Maintenance Superintendent, Aquatics Manager, and Administrative and Special Events Assistant.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- An equivalent combination of education, training and/or experience may be considered.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Ability to obtain a Certified Pool Operator Certification, Playground Safety Certification within one year of accepting the position.
- Certified Arborist preferred and or the ability to obtain certification within one year of accepting the position.
- Must be available to the public and employees on weekends and holidays for events and regular direction of staff.

- Must be able to work on weekends and holidays as needed for special public and or planned park events.
- Must be able to motivate all employees and create future park programs and events.
- Must have the ability to plan for future public park needs for a growing community.

# How to Submit Application



Human  
Resources  
Department

The application below is only for printing or saving to your computer to submit via the following:

Mail to: City of Rockport  
Attn: Human Resources  
2751 SH 35 Bypass  
Rockport, TX 78382

Fax: (361) 729-1128

Email: [hr@cityofrockport.com](mailto:hr@cityofrockport.com)

If you wish to submit your application electronically with digital signature, please return to the top of this packet and click on the supplied link or use the QR scan code.

# Application for Employment



**City of Rockport**  
**Attn: Human Resources**  
**2751 S.H. 35 Bypass**  
**Rockport, TX 78382**

**Phone: (361) 729-2213**  
**Fax: (361) 729-1126**

**hr@cityofrockport.com**  
**www.cityofrockport.com**

The City of Rockport is an equal opportunity employer. The City strives to comply with state and federal laws regarding discrimination based on race, creed, color, sex, religion, national origin, age, disability, veteran status or political affiliation. In addition, the City of Rockport complies with all other state and local laws prohibiting discrimination in those areas where such laws apply. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of a job.

If you need an accommodation during any phase of the application, interview, or employment process or any pre-employment testing, please notify Human Resources at (361) 729-2213 and every reasonable effort will be made to accommodate your needs in a timely manner. All applications submitted will be applicable only for the specific position being applied for and will remain on an "active" status until that vacancy has been filled.

Applicant Information			
Date:	Applicant Name:	Other Last Names Used (If any):	
Physical Address:		City:	State: Zip Code:
Mailing Address:		City:	State: Zip Code:
Cell Phone:	Other Phone:	E-mail:	
Social Security No.:	Driver License No./Identification Card No.:	State Issued:	

Position Information	
Position Applied For:	Date you are available to start work:
What type of employment are you willing to accept: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
How did you learn about us and/or the position for which you applied? Place a check next to the appropriate choice. <input type="checkbox"/> Advertisement <input type="checkbox"/> Walk-in <input type="checkbox"/> Relative/Friend <input type="checkbox"/> City website <input type="checkbox"/> Other: _____	

General Information	
Are you under 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please provide birth date: _____
Are you currently employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you authorized to work in the United States on an unrestricted basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you worked for the City before?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide date(s) and department: _____
Have you been told the essential functions of the job or have you reviewed the job description?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you related to any elected official or employee of the City?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the person's name, department, and relationship to you: _____

**General Information Continued**

The City of Rockport has adopted a Drug and Alcohol Policy to maintain a drug-free workplace. Any applicant applying for a safety sensitive position for employment with the City will be required to submit to testing for illegal drug use prior to employment. Employment will be contingent upon a negative drug test result.

Will you submit to drug testing?       Yes     No

Can you perform the essential functions with or without reasonable accommodations?     Yes     No

If no, describe accommodations required: \_\_\_\_\_

\_\_\_\_\_

Other than minor traffic offenses, have you ever been convicted of a crime (misdemeanor or felony) or received sentence (including deferred adjudication) for an alleged crime, been assigned a probation officer, or pleaded nolo contendere to an alleged crime? A "Yes" response will not necessarily disqualify an applicant for employment.       Yes     No    Attached additional sheets as necessary.

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education History**

List all levels of education completed, beginning with High School/GED. Transcripts may be required for verification of education.

School Name and Location	Course of Study	Years Completed	Diploma / Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Licenses/Certifications**

List licenses/certifications you currently hold.

License/Certificate Type	Issuing Agency or State	License/Certificate Number	Expiration
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Special Skills and Qualifications**

Summarize any special skills and qualifications pertinent to the position you seek.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Work History

List below present and past employment, beginning with the most recent. Include military service, paid, or unpaid, full or part-time, summer job, etc. Previous employers will be contacted to verify your employment record. "See resume" is not acceptable. Resumes can be attached to the application form for additional information but cannot be substituted for the present or past employment for this application or completing any portion of the application. The application must be completed in full.

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Work History Continued**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_  
Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Name and Title of Supervisor: \_\_\_\_\_  
Date Started: \_\_\_\_\_ Starting Position: \_\_\_\_\_ Starting Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_  
Date Ended: \_\_\_\_\_ Ending Position: \_\_\_\_\_ Ending Pay: \$ \_\_\_\_\_ per/ \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

See attached resume for additional employment history.

**Professional References**

Please list the name, e-mail, phone, and occupation of three (3) professional references not related to you. Professional references are individuals qualified to describe your capabilities for the position you seek.

Name	E-mail	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Employment Eligibility Verification USCIS Form I-9 Notice**

The Immigration Reform and Control Act of 1986 requires employers to verify the citizenship, or authorization to work in the United States, on all individuals since November 6, 1986. Documentation is required no later than three days from employment commencement. It is the employee's responsibility to assure the Human Resources Department receives the appropriate documentation.

I acknowledge that I have read the above Employment Eligibility Verification USCIS Form I-9 Notice.

**New Hire Reporting Notice**

Federal and state law requires employers to provide information about all new or rehired workers to the Employer New Hire Reporting Operations Center in the Texas Office of the Attorney General. New hire reporting is mandated by federal law under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 and requires employers to report information that includes new employee's name, address, social security number, date of birth, salary information, and other work information. The State of Texas New Hire Program helps state agencies detect and prevent fraud, recover overpayments, and enables the Office of the Attorney General to locate noncustodial parents for child support.

I acknowledge that I have read the above New Hire Reporting Notice.

**Certification**

I hereby certify that answers given herein are true and complete to the best of my knowledge and agree that if employed, any misrepresentation, falsification or omissions of facts thereon shall justify my dismissal.

I hereby authorize the City of Rockport to fully investigate my record and work qualifications either before or after my employment by the City of Rockport, and to facilitate such investigation. I also hereby authorize any persons, office, agency or source, having information and knowledge about my personal, employment, military, educational, driving record, criminal, credit or financial history; prior work related injury information, physical screening, drug screening and other related matters as may be necessary in arriving at an employment decision to furnish and release such information to the City of Rockport. I hereby release employers, schools, agencies, or persons from all liability in responding to inquiries in connection with my application.

I understand that additional testing of job-related skills and drug screening may be required prior to employment after a contingent job offer of employment, and prior to reporting to work. Depending on the needs of the job, I may be required to be examined by a medical professional designated by the City to determine my ability to perform the essential functions of the job, with or without reasonable accommodation.

In submitting this application, I understand that it becomes the property of the City of Rockport and will not be returned. I hereby understand and acknowledge that any employment relationship with the City is of an "at will" nature; which means any employee may resign at any time and the City may discharge any employee at any time with or without cause.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date