

Job Description

Position:	Parks Director	City of Marlin, Texas
Department:	Tourism	Nonexempt Status
Reports to:	Director of Marketing and EDC	Part time
Date:	May 28, 2024	\$10.00--\$15.00 hr.

JOB SUMMARY

This position is responsible for the oversight and coordination of park activities and events for the purpose of increasing tourism, enhancing the City of Marlin and supporting all sports and related events including but not limited to (1) the development, implementation, organization and coordination of sports programs and activities for the citizens and youths of the City of Marlin; (2) scheduling of sports and all other public events at all city parks; (3) development and implementation of standard operating procedures for the issuance of permits for all park activities consistent with the permit schedules determined by the Parks Committee appointed by the City Council; (4) coordinate with the Public Works Department for the maintenance and repair of city parks; (5) work with the Parks Commission for developing and implementing policies and procedures consistent with City Ordinances state and federal laws; and (6) related work as required.

Duties and Responsibilities:

- Responds to citizen inquires by phone, mail, or in person.
- Inspect or cause to be inspected city parks to determine maintenance and repair issues.
- Maintain accurate records of activities.
- Develop and implement written Standard Operating Procedures for the Department.
- Prepares agendas and documents for the Parks Commission meetings.
- Develop and implement written standard operating procedures for the issuance of park and events permits and the collection permit fees.
- Work with the Finance Director regarding the collection and process of park permit fees.
- Work with Finance Director to determine, update and propose parks permit fee rates.
- Works with Marlin EDC as required.
- Performs other duties as required by the Director of Marketing and EDC.
- Develop and implement sports programs for various sports leagues including but not limited to football, baseball, soccer, volleyball, etc.
- Work with sports leagues to establish schedules for tournaments, games and sporting events.
- Establish and implement a fee schedule for tournaments, games and sporting events.
- Submits monthly reports to be presented to the City Council in regularly scheduled meetings.
- Positive promotion of all City departments and personnel

MINIMUM REQUIREMENTS:

High School diploma. Three (3) years' experience in parks and recreations with emphasis on organizing sports programs and public events. Demonstrable communication skills with people of diverse cultural and educational backgrounds including appointed and elected officials and employees at all levels.

CERTIFICATES AND LICENSES REQUIRED:

- Must possess, at the time of employment and continuously throughout employment, a valid Texas motor vehicle operator's license.

PHYSICAL REQUIREMENTS:

- Maintain a degree of physical fitness necessary to perform all tasks outlined in this job description.
- Duties require walking, sitting, standing.
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Working time may require irregular hours, long hours and/or on-call response with no prior notice.

LANGUAGE SKILLS:

Ability to communicate effectively, both orally and in writing.

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, city council and/or public groups.
- Skill in effective oral and written communications for the purpose of exchanging information; internal staff, citizens, other department's staff and city officials.
- Ability to prepare clear, accurate and comprehensive reports and recommendations, expressing ideas and concepts thoroughly and concisely.
- Ability to understand and carry out both oral and written instructions.

REASONING ABILITY:

- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to exercise good judgment.
- Ability to assess situations, exercise sound judgment, and take appropriate action in stressful situations while remaining cognizant of the City's confidentiality requirement and public relations policy.

- Ability to analyze situations and to adopt quick, effective, and reasonable courses of action.
- Ability to think clearly and make logical decisions in stressful situations.

PUBLIC RELATIONS:

- Working to establish favorable public relations for the City of Marlin.
- Acts as a liaison with other City Departments
- Receives and disposes of complaints.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from the general public.

Employee Acknowledgement: _____ Date: _____

Note: This job description should not be interpreted to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instruction and perform any related duties as may be required by their supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.