

TRAVIS COUNTY, TEXAS

# Assistant Director of Parks



Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Assistant Director of Parks position. The position is vacant due to a retirement and subsequent internal promotion.

***This position is eligible for a remote/hybrid work schedule!***



## Job Summary

This is an exciting role with Travis County Parks for an experienced leader to manage, plan, organize, and supervise over 10,000 acres encompassing 27 parks in Travis County. Travis County Parks is divided into two Districts – the West District encompasses seven parks on Lake Travis providing water-related and camping recreational opportunities. The East District contains metropolitan parks that are facility based containing major sports complexes and special use facilities such as skateboard parks and BMX tracks. The newest park, Bee Creek Sports Complex opened in June 2023 and contains several synthetic turf soccer fields with some soccer fields able to convert to baseball fields. Travis County residents approved a Bond Issuance in November 2023 that will provide over \$200 million for Strategic Parkland Acquisition and Conservation and \$75 million for facility improvements/additions.

This is a key role in managing the County parks, facilities, human and natural resources. The Assistant Director directly and indirectly manages over 150 regular and 50 seasonal employees. Travis County Commissioners Court adopted the Parks Master Plan in 2016 which provides a framework as the county population continues to grow over the next decade. This plan will be updated in 2024 – 2025.

### What additional responsibilities will you be expected to do in this role?

- Plans, develops, manages, and supervises the activities of park operations by establishing standard operating procedures, maintenance programs, and annual work development plan and facility goals. Ensures proper protocol by conducting inspections, determining facility, and training needs, developing training programs and quality control standards. Develops methods for improved management and technical techniques.
- Plans, develops, manages, and oversees park facility maintenance and repair projects. Manages park revenue collection and reporting.
- Oversees, manages, plans, programs, and directs the visitor services for Travis County Parks, including policy, fee collection, cash handling, customer service training, educational programming, defining needs of user groups, public information, online information systems, brochure information, public communication, special events and visitor interaction with employees.
- Reviews, approves, and monitors interagency and consultant contracts. May address civic, conservation and natural resources groups on park operations.
- Manages directs and supervises work and activities of professional support staff, which includes hiring, training, work distribution, performance management, performance reviews and discipline. Plans, organizes, develops, schedules, and implements goals and objectives for the program.
- Manages employee safety programs and facility and property security programs.
- Plans, directs, and monitors park programs, policies and annual work plan.

### Travis County Parks Mission Statement:

Travis County Parks enhances the quality of visitors' lives through diverse outdoor experiences, connections to regional Texas history and culture, and stewardship of natural resources.

## We are committed to...

- Providing diverse outdoor recreational and educational opportunities for everyone
- Preserving natural, historical, and cultural resources
- Improving outdoor experiences for everyone
- Maintaining clean, safe parks and facilities
- Outstanding customer service and hospitality
- Innovative approaches to resource conservation

In addition, the ideal candidate will have the ability to successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an, efficient, and quality manner.

## The ideal candidate...

- Has strong customer service skills
- Has experience reviewing the work of others
- Is an effective communicator
- Is a relationship builder
- Is results-oriented
- Is timely
- Is collaborative
- Is objective
- Is resilient

## Minimum Qualifications

Bachelor's degree in Parks and Recreation, Conservation, Business Administration, or a directly related field and five (5) years of directly related, increasingly responsible experience in park operations and management, including three (3) years of mid - to senior level supervisory or management experience. The County will also consider any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job. The ideal candidate will also possess a Certified Park and Recreational Professional (CPRP) designation.





## Compensation and Benefits

The approved salary range for this position is **\$90,000 - \$115,000**, and is commensurate with the qualifications and experience of the selected candidate. Travis County offers a full array of health and welfare benefits, including medical, dental, vision, life, and disability insurance, as well as an onsite health clinic available at no cost to employees and dependents enrolled in Travis County health insurance. The County also offers a retirement plan in the Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits), and an 8-year vesting schedule. Travis County now provides 12 weeks of Paid Parental Leave! ***This position is eligible for a remote/hybrid work schedule! Travis County prides itself on offering opportunities of advancement for current employees as well.***

For more information on employee benefits, visit the County's benefits page:  
<https://www.traviscountytexas.gov/human-resources/jobs/benefits>.

## Application Process

**The final filing date is Friday, March 29, 2024.** To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held.

To apply visit: <https://www.cpshr.us/recruitment/2292>

For additional information about this position please contact:

**KYLIE WILSON**

Principal HR Consultant

Email: [kwilson@cpshr.us](mailto:kwilson@cpshr.us)

Website: [www.cpshr.us](http://www.cpshr.us)

**CPS HR**  **CONSULTING**

Resumes will be reviewed by the consultant and sent to the County for further consideration. Candidates deemed to have the most relevant qualifications will be invited to interview with the County. A comprehensive reference and background check will be performed on final candidate.