

City of Jacinto City

Job Posting

Parks and Recreation Director

DUTIES:

To direct and manage the programs, services, staff and budgets of the department under the supervision of the City Manager. Principal duties include, but are not limited to: manage and oversee all Recreation and Parks programs and activities, including Municipal Pool, Parks, Playgrounds, Recreation Programs, Activities, Special Events and Athletic Fields; insure compliance with appropriate governmental and other regulatory bodies, supervise department personnel; prepare and monitor department budget, work with volunteer councils and other service organizations.

QUALIFICATIONS:

Applicants must have a Bachelor's Degree; seven or more year's relevant experience; or equivalent combination of technical training and related experience; technical knowledge of planning and implementing recreation programs and activities; and technical knowledge and ability in the areas of budget preparation, purchase orders, strategic planning and other management functions.

Compensation:

Starting salary will depend upon experience and qualifications. Excellent benefits including health, life insurance and retirement plan. Resume must be submitted with application.

Download application from www.jacintocity-tx.gov; or pick up application from The City of Jacinto City, City Hall, Human Resources, 1301 Mercury Drive, Jacinto City, Texas 77029; NO PHONE CALLS PLEASE.

Completed applications must be received by 4:30 p.m. on February 15, 2013.